



TAMIL NADU GOVERNMENT GAZETTE

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Part III—Section 2

Statutory Notifications and Orders issued by
Heads of Departments.

NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

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NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

JUDICIAL NOTIFICATIONS

MADRAS HIGH COURT E-FILING RULES, 2020.

(R.O.C.No.36712-A/2020/Comp9)

No. SRO C-22/2020.

Preamble:

Whereas it is necessary and expedient to enable and regulate the filing procedure in Courts and Tribunals through online electronic filing; and

In exercise of powers under Articles 225 and 227(2)(b) of the Constitution of India, Section 122 of the Code of Civil Procedure, 1908, Section 477(1)(d) of the Code of Criminal Procedure, 1973, Clauses 37 and 38 of the Letters Patent and all other powers enabling and with the approval of the Governments of Tamil Nadu and Puducherry, the High Court of Judicature at Madras makes the following Rules:

1. Short Title, Applicability and Commencement:

1.1. These Rules shall be called Madras High Court e-Filing Rules, 2020.

1.2. These Rules shall apply to Madras High Court and to all Courts/Tribunals (except Tribunals established by Acts of Parliament) situate within the territories of the State of Tamil Nadu and the Union Territory of Puducherry under the supervisory jurisdiction of the Madras High Court.

1.3. These Rules shall apply to on-line e-filing and e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centres.

1.4. These rules shall apply to such categories of cases as would be notified by the Chief Justice of the High Court from time to time.

1.5. These Rules shall come into effect on such date as the High Court of Judicature at Madras may appoint by notifications in the Tamil Nadu and Puducherry Government Gazettes.

2. Definitions

2.1. Action: includes all proceedings instituted in the Court such as suits, criminal complaints, writ petitions, execution petitions, arbitration applications, probate cases, contempt petitions, including interlocutory applications, appeals, review and revisions arising thereof, by whatever name called;

but does not include actions to be presented into Court in person like private complaint under section 200 of the Criminal Procedure Code, 1973, indigent suit under Order XXXIII of Code of Civil Procedure, 1908 or any other action which is required to be presented in person under the applicable law.

2.2. Administrator: means the Registrar (IT) or an officer appointed / nominated by the Chief Justice of High Court and includes an officer appointed / nominated by the Principal District Judge / Chairman or President of Tribunals, as the case may be, for administering and dealing with matters connected with or relating to e-filing.

2.3. Designated Counters: means and includes those counters as mentioned in Appendix-I.

2.4. Electronic Filing (e-filing): means e-filing as prescribed through the Internet (at the web portal of the Court) or through the internet/intranet at Designated Counters, unless the context requires otherwise.

2.5. Objections: means and includes deficiencies and errors pointed out by the Registry in relation to the Actions instituted in the Court.

2.6. Original Party: means any person or entity who initiates an action, by whatever name called / described.

2.7. Opposite Party: means any person or entity who is adversary to an action, by whatever name called / described.

2.8. Physical Filing: means Actions and pleadings filed as hard copies at the Registry of the Court or the Tribunal as the case may be.

2.9. Pleadings: means statements filed in support or defence of an Action as provided under applicable law.

2.10. PDF: means an electronic document filed in a Portable Document Format.

2.11. PDF/A: means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.

2.12. Practice Directions: means directions issued by the Chief Justice from time to time for effective and efficient filing of proceedings in Court by e-Filing.

2.13. Registered user: means an Advocate or a party in person who is registered in the e-Filing portal by complying with the required registration procedure.

2.14. Registry: means the Registry of the Court / Tribunal.

2.15. Technical failure: means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file for initiating an action.

2.16. Third Party: means any person or entity seeking to become a party or to intervene in an action, by whatever name called / described.

2.17. Working Day: means and includes a day when the Registry of the Court functions.

3. General Instructions

3.1. On-line e-filing shall be made through designated web portals of the respective courts.

3.2. Except as provided in these Rules, Actions, whether fresh, pending or disposed shall be filed electronically by a registered user from their home, office or other remote location in the manner provided in these Rules.

3.3. Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose upon payment of charges as prescribed and notified by the High Court.

3.4. The size of the e-file should not exceed 20 MB. However, if the file exceeds 20 MB, it can be split up and uploaded separately.

4. Registration

4.1. Every Advocate or Party in Person who intends to make e-filing shall register on the e-filing portal of Hon'ble E-Committee of Supreme Court of India. The Registered User's login ID/username, password, and profile will constitute the Registered User's electronic identity and user account for the purpose of e-filing.

4.2. Registration of an Advocate or litigant in person as a Registered User shall be as per the procedure prescribed in the practice directions.

4.3. Litigants in person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action in the format provided in Appendix VII.

4.4. Responsibilities of Registered User:-

(a) It will be the responsibility of the registered user to have a valid and working email address to receive notification from e-filing portal electronically. It will not be the responsibility of Court to ascertain whether a registered user is receiving notifications from the e-filing system via email or not.

(b) If the registered user's email address, phone number, or other information provided on e-filing portal has changed, the registered user must promptly make the necessary changes to his or her profile.

(c) A registered user shall be liable for:

(i) any conduct undertaken using his / her user ID;

(ii) the conduct of any person to whom access is provided by him/her by sharing his/her user ID and password;

(iii) any inappropriate conduct may result in suspension of the account or other proceedings as may be initiated under the Law for the time being for contempt of court, or commission of an offence under relevant laws in force at the time of the inappropriate conduct. It shall be presumed that the document(s) has(ve) been filed by the person using the user id;

(d) It shall be the responsibility of the registered user to maintain the secrecy of his / her user id and password. If a registered user believes that the security of his or her electronic identity has been compromised or that a threat to the system exists, the registered user must intimate the Registry of Madras High Court.

4.5. A litigant in person who subsequently engages an Advocate, or a litigant who subsequently changes the Advocate, or a litigant who subsequently chooses to appear as party in person, on being permitted by the Court concerned, wherever required, shall make an application before the Administrator for transferring the data in respect of their Action suitably.

4.6. Once the Administrator receives the application, the data in the Action shall be transferred in the user account of the subsequent Advocate / litigant in person, as the case may be. Thereafter, the previous advocate or the litigant in person, as the case may be, shall not be permitted to modify the data of the subject Action.

4.7. A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out in Appendix-II.

5. Frame of Pleadings

The format and frame of pleadings presented through online shall comply with the Applicable Laws and the Practice Directions.

6. Digital Signatures

6.1. The PDF document shall be digitally signed either by the parties and/or by their Advocate.

6.2 The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules.

6.3 If neither the litigant nor the advocate who has been engaged possess a digital signature, a print out of the Action shall be physically signed by the party concerned and/or their advocate in accordance with rules and it shall thereafter be scanned and uploaded.

6.4. A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in Appendix — IV.

6.5. A litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-Sign based on Aadhaar authentication.

7. Payment of Court Fees/Other Charges

Court fee and other charges can be paid electronically either by purchase on the on-line facility provided by the authorised agency or from the Designated Counters provided for the purpose in the High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

8. Retention of signed pleadings and original documents.

8.1. The original(s) of the signed vakalatnama, notarized/attested affidavit and pleadings or any other document presented in an action at the time of e-filing through online shall be filed in the Registry of the court concerned as and when directed by the Registry.

8.2. In all cases, unless exempted, the originals of the documents relied as evidence that are scanned and digitally signed by the Advocate or the litigant in person, as the case may be, presented at the time of e-filing, should be filed in the Registry at the earliest point of time, preferably before the commencement of trial or hearing.

8.3. The Registry shall ensure the originals of the signed pleadings / documents involved in an action are received for its safe custody. Any destruction of the records so received and preserved shall be only in accordance with the applicable rules for destruction.

9. Access to the Electronic Data of the Action

Access shall be available to a registered user free of cost on due permission to access data e-filed by any of the parties to the specific Action, as is presently being provided in pending Actions. This facility shall be in addition to the procedure of obtaining certified copies on payment of appropriate / prescribed charges.

10. Exemption from e-filing

In any Action, exemption from on-line e-filing of the entire pleading or a part of the pleadings and/or documents may be permitted by the court concerned upon an application being made for that purpose in the following circumstances:

- i) where on-line e-filing is not feasible for reasons set out in the application; or
- ii) where there are concerns about confidentiality and protection of privacy; or
- iii) where the document cannot be scanned or filed electronically because of its size, shape or condition; or
- iv) where the on-line e-filing portal is either inaccessible or not available for some reason; and/or
- v) for any other just and sufficient cause.

11. Service of Electronic Documents

In addition to the prescribed modes of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available. E-mail IDs of Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.

12. Computation of Time

12.1. Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (IST) as in the Registry Portal will apply.

12.2. E-filing through Designated Counters will be permissible up to 16.00 hours on any court working day. On-line e-filing carried out after midnight, i.e. 24.00 hours of the day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above.

12.3. The facility for on-line e-filing through the web portal shall be available during all twenty four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies. Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing during court hours on working days or take recourse to physical filing along with soft copies in CD or pen drive.

12.4. Provisions for limitation governing on-line e-filing will be the same as those applicable to physical filing. The period of limitation for such actions shall commence from the date when e-filing is made as per the procedure prescribed in these Rules.

13. Procedure for Filing Caveat

All caveats can be filed on-line. The procedure for this purpose is set out in Appendix —VI.

14. Hard Copies of Pleadings and Documents filed Electronically

Advocates, as well as parties, may print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. The Registry shall, wherever required, prepare hard copies for official use.

15. Storage and Retrieval of e-Filed Documents and Pleadings

E-filings shall be stored on an exclusive server maintained under the control and directions of the Court. Each such filing shall be separately labelled and encrypted to facilitate easy identification and retrieval. The security of such filings shall be ensured. Access to e-filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court may be maintained at different geographical locations, as decided from time to time by the Court.

16. Residuary provisions

For the purpose of implementing these Rules

i) The Chief Justice shall have the power to notify the charges payable for the facilities provided through designated counters.

ii) The Chief Justice shall have the power to include or exclude any place or premises as Designated Counters.

iii) The Chief Justice shall have the power to issue any additional directions apart from Practice Directions for effective implementation of these Rules which shall be and in consistent with the principle of furthering the interests of justice.

17. Power to Remove Difficulties

The High Court may, if satisfied that the operation of any Rule is causing undue hardship, by an order dispense with or relax the requirements of that Rule to such extent and subject to such conditions, as may be stipulated, to deal with the case in a just and equitable manner.

18. Repeal and Savings

18.1. All Rules, circulars, administrative orders (ROC) and guidelines in the nature of directions governing the e-filing procedure so far, shall stand repealed with effect from the date of coming into force of these Rules in Tamil Nadu and the Union Territory of Puducherry, respectively.

18.2. Such repeal shall not affect the validity of actions commenced and completed under the repealed rules or pending as on the date of coming into force of these Rules. Such pending actions shall be deemed to have been undertaken under these Rules and may be proceeded with on that basis.

18.3. These Rules are for the purpose of e-filing procedures and shall not be read in derogation of any provision, rule, expression and definition in other Statutes / Rules and shall be read as supplemental to the same.

Practice Directions:**I. Registration Procedure:**

Advocates and Litigants in person who seek to register as a Registered User in the e-filing Portal shall comply with the following procedures.

i) Advocates

- a) Should visit the web portal (<https://efiling.ecourts.gov.in/tn/>) to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with a self-attested copy of The Bar Council Registration Certificate or Bar Council ID-card (in PDF format only).

ii) Litigants in person

- a) Should visit the web portal (<https://efiling.ecourts.gov.in/tn/>) to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).

II. Formatting

- (i) All the e-Filings in relation to an action shall conform to the following requirements:

- Paper size : A-4
- Top Margin : 1.5"
- Bottom Margin : 1.5"
- Left Margin : 1.75"
- Right Margin : 1.0"
- Alignment : Justified
- Font : Times New Roman
- Font size : 14
- Line spacing : 1.5
- If any document is typed in a local language in Trial Courts, it must be in prepared using Tamil Unicode Marutham Font 14 (Font available at <http://www.tamilvu.org/tkbd/index.htm>.)

(ii) The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or inbuilt PDF conversion plug-in provided in the software. PDF/A is the preferred format.

(iii) A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 8.1 is set out in Appendix —III.

(iv) The text documents and scanned documents set out in clauses stated above and the PDF documents referred in Rule 6.1 should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry. The procedure in this behalf is set out in Appendix -V.

(v) The merged documents should be uploaded at the time of on-line e-filing. Screenshots of the manner of accessing the on-line e-filing portal and for e-Filings in relation to an Action are set out in Appendix-I.

(vi) Once e-filing is accepted, a time stamped automated filing or registration number shall be generated and notified to the Registered User.

(vii) In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.

(viii) Special Characters are not allowed while e-filing Memo of Parties and Advocate remarks.

(ix) Document Binary File Name Standards

The following special characters are not allowed in a file name:

- A quotation mark (")
- A number sign/Pound (#)
- Per cent (%)
- Ampersand (&)
- Asterisk (*)
- Colon (:)
- Angle brackets (less than, greater than) (<>)
- A question mark (?)
- Backslash (\)
- Forward slash (/)
- Braces (left and right) ({ })
- Pipe (|)
- A tilde (~)
- The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

(x) No File name should exceed 45 characters in length, including spaces. Single space must be counted as one character each.

(xi) On-line e-filing shall not be watermarked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware, trojan horse or the like. All the e-filed documents shall be legible and free of markings, track changes or annotations.

(xii) The e-filing made by an Advocate/litigant in person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.

(xiii) Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by email. In such an eventuality, hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, the Original Party can be called upon to deposit the charges calculated on the basis of the number of pages per Opposite Party which are required to be photocopied. This facility will be provided by the Registry on a written request being made by the Opposite Party.

(xiv) The Registry will communicate the objections, if any, regarding the cases filed by email/SMS/web hosting to the concerned Advocate/litigant in person. After the objections are cleared the case will be processed for listing and the Advocate/litigant in person will be informed including by email/SMS.

(xv) Any communication transmitted by email can be intercepted or read by a third party. An Advocate or litigant in person seeking to transmit confidential or sensitive document/material, shall approach the Registry for requisite assistance/advice.

- - - -

High Court, Madras,
16th October, 2020.

C.KUMARAPPAN,
Registrar General.

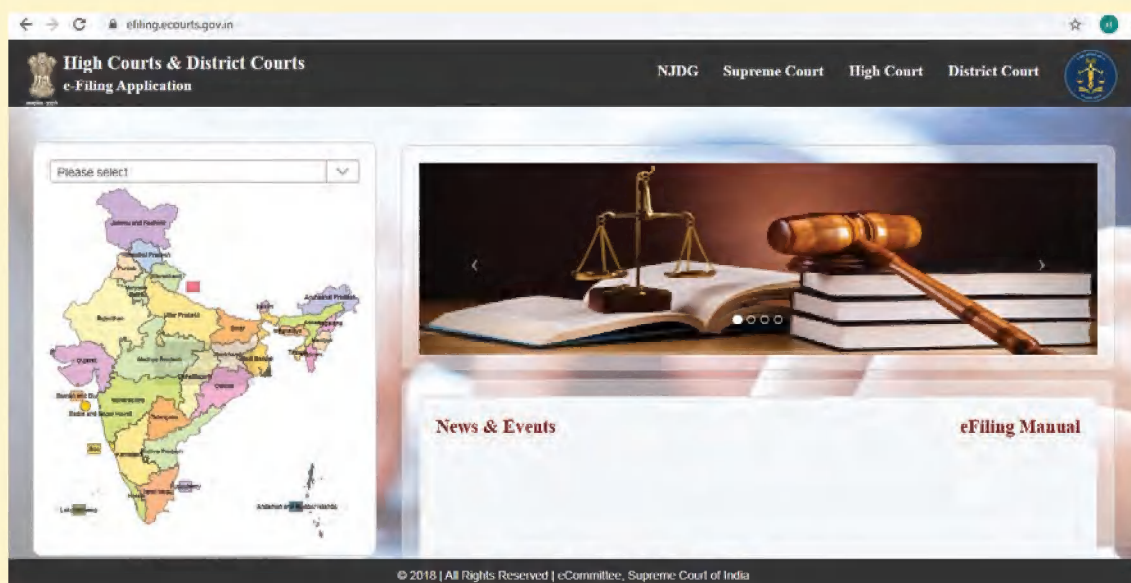
APPENDIXES

APPENDIX I	Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters.
APPENDIX II	Screenshots showing the procedure for registration.
APPENDIX III	Screenshots showing the procedure for converting a Document into an OCR searchable PDF.
APPENDIX IV	Screenshots showing the procedure for appending single or multiple digital signatures.
APPENDIX V	Screenshots showing the procedure for bookmarking.
APPENDIX VI	Screenshots showing the procedure for filing Caveat.
APPENDIX VII	Template of the Affidavit / Undertaking by Party in Person.

APPENDIX – I

SCREENSHOTS SHOWING THE PROCEDURE FOR ACCESSING THE ON-LINE PORTAL, ELECTRONIC FILING OF DOCUMENTS

HOME PAGE OF E-FILING PORTAL



LOGIN PAGE

Test module
e-Filing Application

NJDG Supreme Court High Court District Court

LOGIN

USER-ID
KANAPATHYVIJAY

PASSWORD

CAPTCHA
695021

LOGIN

[Forgot your password ?](#)
[Forgot your User Id ?](#)

[New User? Register](#) | [How do I ?](#)

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DASH HOME

e-Filing

Welcome, VJAY GANAPATHY
View Profile
Last Login : 07-04-2020 00:27:48 AM
IP Address : 106.198.61.99

Home
New Case
Documents
Deficit Court Fee
Interim Application
Reports
Contacts
News & Events
Help

SEARCH FOR... Go

Logout

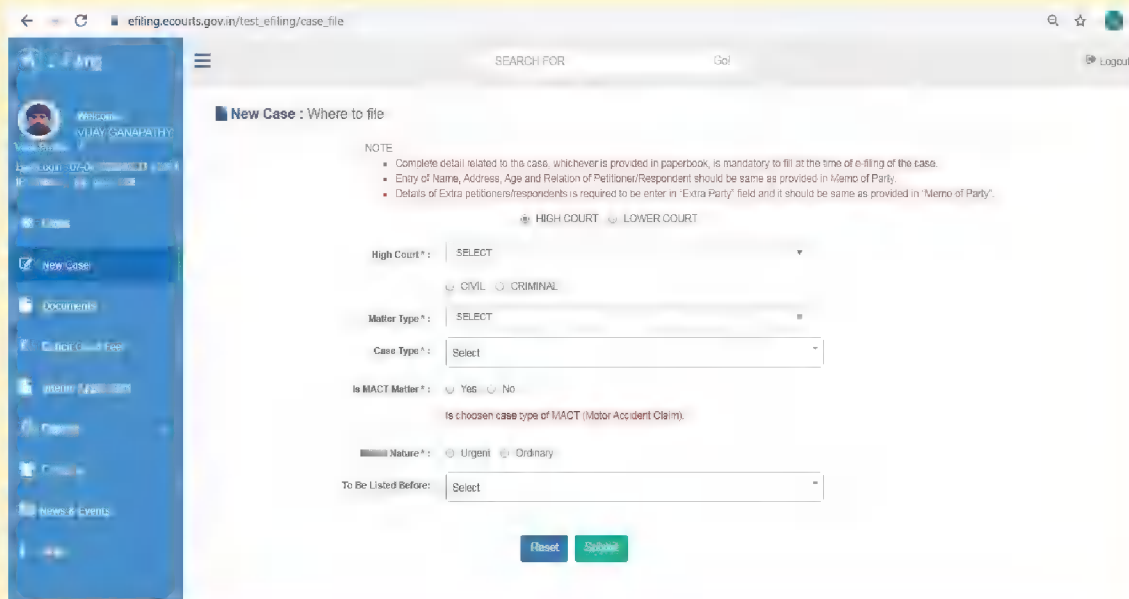
My e-Filing Status

Draft	2	Pending Acceptance	2	Not Accepted	0	Deficit Court Fee	0
Pending Scrutiny	3	Defective	0				

My e-filed Cases

e-Filed Cases	0	e-Filed Documents	0	Deficit Court Fee	0	IA	2
Rejected Cases	0	Unacknowledged e-Filed Cases	0				

FILING OF NEW CASE



efiling.ecourts.gov.in/test_efiling/case_file

SEARCH FOR Go Logout

New Case : Where to file

NOTE

- Complete detail related to the case, whichever is provided in paperbook, is mandatory to fill at the time of e-filing of the case.
- Entry of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Memo of Party.
- Details of Extra petitioners/respondents is required to be enter in "Extra Party" field and it should be same as provided in "Memo of Party".

☒ HIGH COURT ☐ LOWER COURT

High Court * :

☐ CIVIL ☒ CRIMINAL

Matter Type * :

Case Type * :

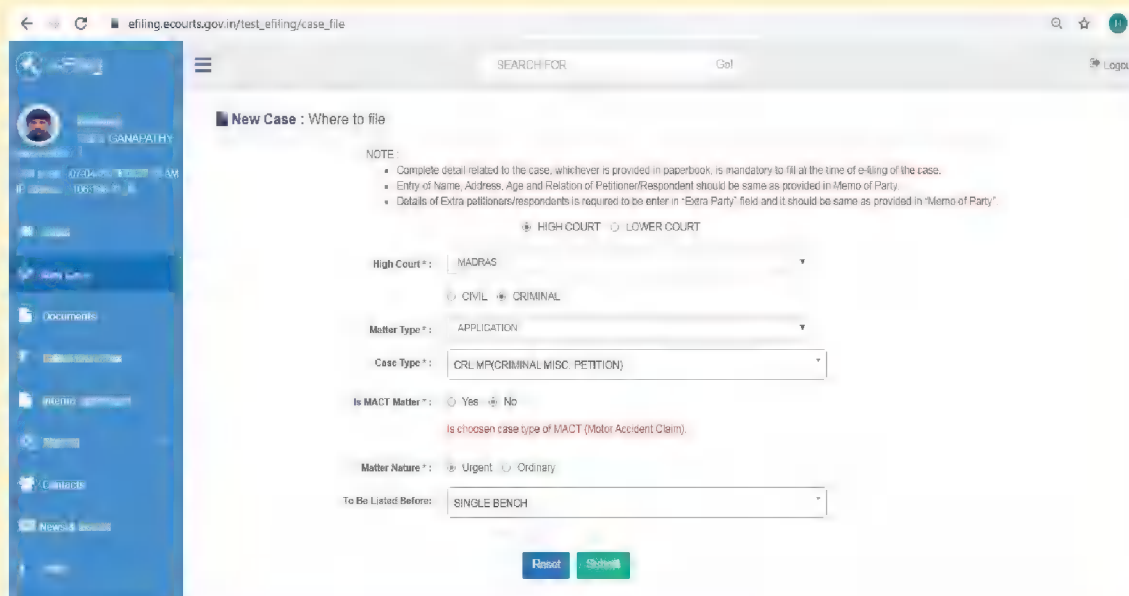
Is MACT Matter * : ☐ YES ☒ NO

Is chosen case type of MACT (Motor Accident Claim).

Matter Nature * : ☒ Urgent ☐ Ordinary

To Be Listed Before:

SELECTION OF FILING COURT



efiling.ecourts.gov.in/test_efiling/case_file

SEARCH FOR Go Logout

New Case : Where to file

NOTE

- Complete detail related to the case, whichever is provided in paperbook, is mandatory to fill at the time of e-filing of the case.
- Entry of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Memo of Party.
- Details of Extra petitioners/respondents is required to be enter in "Extra Party" field and it should be same as provided in "Memo of Party".

☒ HIGH COURT ☐ LOWER COURT

High Court * :

☐ CIVIL ☒ CRIMINAL

Matter Type * :

Case Type * :

Is MACT Matter * : ☐ YES ☒ NO

Is chosen case type of MACT (Motor Accident Claim).

Matter Nature * : ☒ Urgent ☐ Ordinary

To Be Listed Before:

STAGE 1 – PETITIONER DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/petitioner

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Act-Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method 12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Complainant / Petitioner Information

Organisation: [Text Box]

Complainant / Petitioner: [Text Box]

Relation of Complainant / Petitioner with relative name: [Dropdown: Father]

Relative Name: [Text Box]

Date of Birth: [Text Box]

Age: [Text Box]

Gender: [Radio: Male] [Radio: Female] [Radio: Other]

Religion: [Dropdown: HINDU]

Caste: [Dropdown: SELECT CASTE]

Email: [Text Box]

Mobile: [Text Box]

Address: [Text Box]

State: [Dropdown: TAMIL NADU]

District: [Dropdown: CHENNAI]

Taluka: [Dropdown: CHENNAI]

Town: [Dropdown: SELECT TOWN]

Ward: [Dropdown: SELECT WARD]

Village: [Dropdown: SELECT VILLAGE]

Pincode: [Text Box]

Police Station Code: [Dropdown: ADVAR]

Save

STAGE 2 – RESPONDENT DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/respondent

Case Filing Form

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Act-Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method 12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Accused / Respondent Information

Organisation: [Text Box]

Accused / Respondent: [Text Box]

Relation of Complainant / Petitioner with relative name: [Dropdown: Select Relation]

Relative Name: [Text Box]

Date of Birth: [Text Box]

Age: [Text Box]

Gender: [Radio: Male] [Radio: Female] [Radio: Other]

Religion: [Dropdown: SELECT RELIGION]

Caste: [Dropdown: SELECT CASTE]

Email: [Text Box]

Mobile: [Text Box]

Address: [Text Box]

State: [Dropdown: TAMIL NADU]

District: [Dropdown: CHENNAI]

Taluka: [Dropdown: CHENNAI]

Town: [Dropdown: SELECT TOWN]

Ward: [Dropdown: SELECT WARD]

Village: [Dropdown: SELECT VILLAGE]

Pincode: [Text Box]

Police Station Code: [Dropdown: Select Police Station]

Previous Save Next

STAGE 3 - MAIN PARTIES – EXTRA INFORMATION

Case Filing Form

Active Done Options Required

Petitioner Respondent Extra Information Extra Party Add LRS Case Detail Act Section Main Matter Subordinate Court Police Station Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Complainant / Petitioner Extra Information

Passport No : B12345678 Alternate Address : ANNA SALAI

PAN No : ACHUDG0000Y State : TAMILNADU

Fax No : FAX NUMBER District : CHENNAI

Phone No : 995-8020101 Taluka : CHENNAI

Occupation : DRIVER Town : SELECT TOWN

Country : INDIA Ward : SELECT WARD

Nationality : INDIAN Village : SELECT VILLAGE

Accused / Respondent Extra Information

Passport No : Respondent NUMBER Alternate Address : H.NO. STREET NO. CITY

PAN No : PAN NUMBER State : SELECT STATE

Fax No : FAX NUMBER District : SELECT DISTRICT

Phone No : PHONE NUMBER Taluka : SELECT TALUKA

STAGE 4 – EXTRA PARTY INFORMATION

Case Filing Form

Active Done Options Required

Petitioner Respondent Extra Information Extra Party Add LRS Case Detail Act Section Main Matter Subordinate Court Police Station Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Extra Party Information

Type : Complainant / Petitioner

Organisation : SEVAR

Complainant / Petitioner : SEVAR

Relation of Complainant / Petitioner with relative name : Self

Relative Name : FIRST MIDDLE S LAST NAME

Age : 25

Gender : Male Female Other

Religion : SELECT RELIGION

Caste : SELECT CASTE

Email : EMAIL

Mobile : MOBILE

Address : ADVAR

State : TAMILNADU

District : CHENNAI

Taluka : CHENNAI

Town : SELECT TOWN

Ward : SELECT WARD

Village : SELECT VILLAGE

Pincode : 600000

Police Station Code : NEELAKHARAI

Other Information :

Note : 1. Once you submit this file, can not modify extra party.
2. It is recommended to fill the Extra Party details though not mandatory.

STAGE 5 – LEGAL REPRESENTATIVE DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/add_LRS

1. Petitioner 2. Respondent 3. Extra Information 4. Extra Party 5. Add LRS 6. Case Detail 7. Act/Section 8. Main Matter 9. Subordinate Court 10. Police Station 11. Sign Method

12. Upload Document 13. Pay Court Fee 14. Affirmation 15. View

Legal Representative Information

Type: Complainant / Petitioner / Accused / Respondent

Legal Representative of: SETHIL

Organisation: [Blank]

Complainant / Petitioner: HEMACHANDRAN

Relation of Complainant / Petitioner with relative name: Select Relation

Relative Name: FIRST MIDDLE & LAST NAME

Age: 22

Gender: Male Female Other

Religion: SELECT RELIGION

Caste: SELECT CASTE

Other Information: [Blank]

Email: SETHIL

Mobile: 98456

Address: 25

State: TAMIL NADU

District: CHENNAI

Taluka: CHENNAI

Town: SELECT TOWN

Ward: SELECT WARD

Village: SELECT VILLAGE

Pincode: 600084

Police Station Code: AVADI - AMBATTUR

Previous SAVE Next

STAGE 6 – CASE DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/case_detail

SEARCH FOR Go Logout

Case Filing Form

Active Done Options Required

1. Petitioner 2. Respondent 3. Extra Information 4. Extra Party 5. Add LRS 6. Case Detail 7. Act/Section 8. Main Matter 9. Subordinate Court 10. Police Station 11. Sign Method

12. Upload Document 13. Pay Court Fee 14. Affirmation 15. View

Case Detail

Cause of Action: DRUNKEN MODE RIGHT

Date of Cause of Action: DDMMYYYY

Important Information or Subject or Reason: SUBJECT OR REASON

Prayer: Bail

Relief/Claim: RELIEF CLAIM

Dispute Arising Out Of

State: TAMIL NADU

District: CHENNAI

Taluka: CHENNAI

Village: SELECT VILLAGE

Previous SAVE Next

STAGE 7 – ACT / SECTION DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/act_section

SEARCH FOR

Log

Case Filing Form

e-Filing No : EC-RCMA66-00004-2020 eFiling History

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Details 7 Act-Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Act Information

Act * Code of Criminal Procedure, 1973, 1974

Act Section * 430 Delete

Act Section * 437A Delete

Add more...

Previous SAVE Next

STAGE 8 – MAIN MATTER DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/main_matter

Case Filing Form

Active Done Options Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Date 7 Act-Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Main Matter Information

HIGH COURT LOWER COURT

State *: TAMIL NADU

District *: COIMBATORE

Court Establishment *: CHIEF JUDICIAL MAGISTRATE COURT, COIMBATORE

CNR Number Case Number

Case Type *: CC(CALENDAR CASE)

Case Number *: 298 Year *: 2018

791791

Capital *: CAPITAL

Search

Court Name	Parties	Case Number
CHIEF JUDICIAL MAGISTRATE COURT, COIMBATORE	Petitioner : The Inspector Of Police Respondent : Raman, S/o Kungappa Khandar	CC - 2900256 / 2018 CNR No.: 77N2BDA-008302-2018

Previous SAVE Next

Note: It is recommended to fill in Main Matter details though not mandatory.

STAGE 9 – LOWER COURT DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/subordinate_court

SEARCH FOR: [] Go

Logout

Trash

e-Filing No: EC-HCMA01-00004-2020 eFiling History

Case Filing Form

Active Done Options Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Act Section 8 Main Master 9 Subordinate Court 10 Police Station 11 Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Subordinate Court information

State*: TAMILNADU

District*: COIMBATORE

Subordinate Court Name*: Select Subordinate court

Case Number*: CASE NUMBER

Case Type*: Select

Case No.*: CASE NO.

Case Year*: CASE YEAR

Judge Name*: JUDGE NAME

Date of Decision*: DDMMYYYY

CC Applied Date*: DDMMYYYY

CC Ready Date*: DDMMYYYY

Note: It is recommended to fill in Subordinate Court details though not mandatory.

Previous Save Next

STAGE 10 – FIR / CHARGESHEET DETAILS

efiling.ecourts.gov.in/test_efiling/new_case/police_station

SEARCH FOR: [] Go

Logout

Trash

e-Filing No: EC-HCMA01-00004-2020 eFiling History

Case Filing Form

Active Done Options Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Act Section 8 Main Master 9 Subordinate Court 10 Police Station 11 Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Police Station Information

Police Station Code*: B2 R.S PURAM POLICE STATION

Police Station Name*: POLICE CHALAN

FIR Type*: SELECT

FIR No.*: 2087

FIR Filing Date*: 07/12/2018

Investigation Agency*: SELECT

Investigating Officer*: OFFICER NAME

Offence Remarks*: DRUNKEN MODE FIGHT

Note: It is recommended to fill in Police Station details though not mandatory.

Previous Save Next

STAGE 11 - OPTING DIGITAL AUTHORIZATION METHOD

efiling.ecourts.gov.in/test_efiling/new_case/sign_method

Case Filing Form

Document(s) PDF(s) will be:

uploaded and later on e-verified using my Aadhaar

uploaded digitally signed using Digital Token

uploaded and later on e-verified using mobile OTP

NOTE: If e-Sign using Aadhaar is not feasible due to any technical reasons, e-verification using Mobile will be automatically displayed at the very same page to proceed further. e-Filed documents display signed documents only. If you want to download your uploaded documents digitally signed by you, then you have to e-Sign them by providing your Aadhaar. Therefore, it is suggested to choose the option carefully as you will not be able to change this combination during the e-filing process.

Previous Next Cancel

**** To know about signing documents digitally - Refer Appendix IV**

STAGE 11 - OPTING DIGITAL AUTHORIZATION METHOD

efiling.ecourts.gov.in/test_efiling/new_case/sign_method

Case Filing Form

Sign Method

Document(s) PDF(s) will be:

uploaded and later on e-verified using mobile OTP

NOTE: If you want to reset sign method, Please first delete the uploaded documents then only you can reset the sign method.

Previous Next Cancel

STAGE 12 - UPLOADING OF DOCUMENTS

efiling.ecourts.gov.in/test_efiling/new_case/upload_docs

SEARCH FOR: Go

Logout

Trash

Case Filing Form

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Add Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Documents * :

Document Information

Document's Title * :

File * : Bail Petition_Sekar.pdf

NOTE: Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB.

Previous UPLOAD Next

STAGE 13 - PAYMENT OF COURT FEE

efiling.ecourts.gov.in/test_efiling/new_case/courtFee

SEARCH FOR: Go

Logout

Trash

Case Filing Form

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Add Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method

12 Upload Document 13 Pay Court Fee 14 Affirmation 15 View

Fee type * :

Fee Amount * :

Payment Mode * :

Bank Name * :

Challan/Chaque/DDI eChallan No. * :

Challan/Chaque/DDI eChallan Date * :

Select Party * :

Upload Receipt * : EChallan Receipt.pdf

NOTE: Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB.

Previous E-CHALLAN Next

** Payment Modes – Challan, E-Challan,

STAGE 14 - AFFIRMATION

Case Filing Form

Active Done Options Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Act/Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method

Applicant/Complainant/Litigant Affirmation

Applicant/Complainant/Litigant Affirmation: View Applicant/Complainant/Litigant Affirmation

Applicant Name *: SENTHIL

Applicant Mobile *: 9854162142

Verify OTP

Previous Next

STAGE 14 – DIGITALLY VERIFYING AFFIRMATION

Case Filing Form

Active Done Options Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Add LRS 6 Case Detail 7 Act/Section 8 Main Matter 9 Subordinate Court 10 Police Station 11 Sign Method

Applicant/Complainant/Litigant Affirmation

Applicant/Complainant/Litigant Affirmation: View Applicant/Complainant/Litigant Affirmation

One Time Password (OTP) has been sent to your mobile *****

Mobile OTP *: 436236

Verify OTP

Previous Next

STAGE 15 - FINAL VERIFICATION - BEFORE SUBMIT

The screenshot displays the e-filing portal interface for Stage 15: Final Verification - Before Submit. The main content area shows the following details:

- Case Filing Form:** A progress bar indicating the status of various steps: 1. Petitioner, 2. Respondent, 3. Extra Information, 4. Extra Party, 5. Add LRS, 6. Case Detail, 7. Add Section, 8. Main Matter, 9. Subordinate Court, 10. Police Station, 11. Sign Method, 12. Upload Document, 13. Pay Court Fee, 14. Affirmation, 15. Vain.
- e-Filing Details:**
 - e-Filed for: Madras High Court
 - Nature: Criminal
 - Case Type: CRL MP (CRIMINAL MISC. PETITION)
 - Matter Type: Application
 - Is MACT Matter: No
 - To Be Listed Before:
- Complainant / Petitioner:** +
- Accused / Respondent:** +
- Extra Information:** +
- Extra Party:** +
- LR's Details:** +
- Case Detail:** +

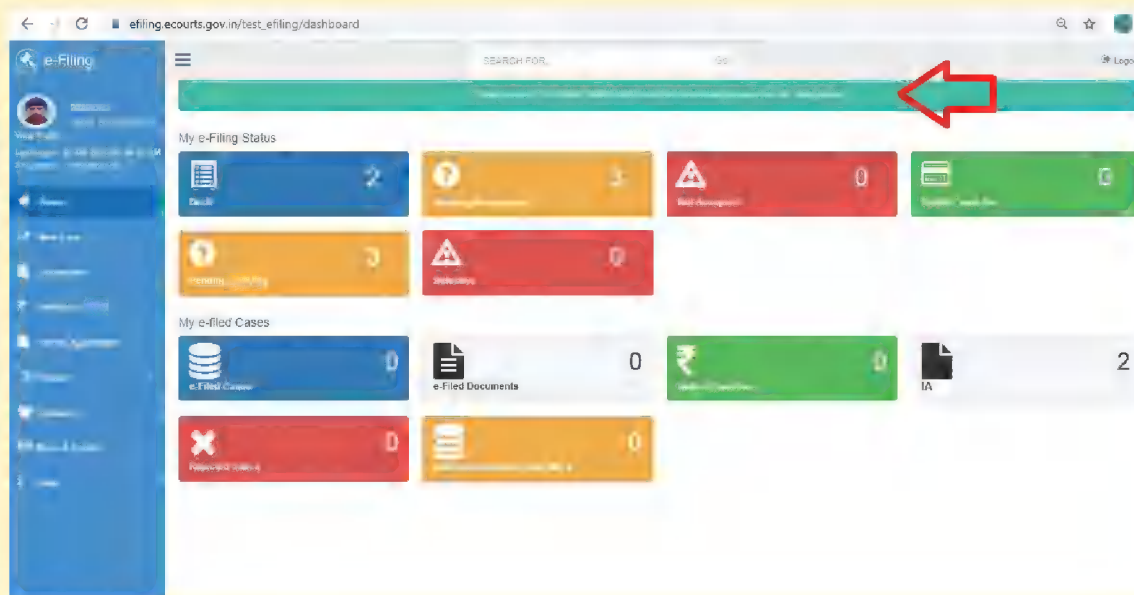
FINAL SUBMIT – E-FILING PROCESS

The screenshot displays the e-filing portal interface for the Final Submit – E-Filing Process. A modal window is shown with the following instructions:

- Note :-**
 - Click on Final Submit to submit this case to eFiling admin.
 - Click on Final Submit & File IA to submit this case to eFiling admin and continue for IA filing in this case.
- Buttons:** Final Submit, Final Submit & File IA

The background interface shows the same case details as the previous screenshot, including the progress bar and e-filing details.

NOTIFICATION - E-FILING PROCESS COMPLETION



LIST OF E-FILING DESIGNATED COUNTERS

E-FILING LIST OF DESIGNATED COUNTERS IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY		
S.No	NAME OF THE JUDICIAL DISTRICT	NAME OF THE COURT COMPLEX WITH ADDRESS
1	ARIYALUR	COMBINED COURT COMPLEX, ARIYALUR -621704
2	CHENNAI	CITY CIVIL COURT COMPLEX, MADRAS HIGH COURT CAMPUS, CHENNAI-600104
3	COIMBATORE	COMBINED COURT COMPLEX, GOVT. ARTS COLLEGE ROAD, COIMBATORE-641018
4	CUDDALORE	DISTRICT COURT COMPLEX, OLD COLLECTOR OFFICE ROAD, CUDDALORE-607001
5	DHARMAPURI	COMBINED COURT COMPLEX, THOKKAMPATTI (POST), THADANGAM, DHARMAPURI-636705
6	DINDIGUL	COMBINED COURT COMPLEX, V .N VALAGAM, NEAR COLLECTORATE OFFICE, DINDIGUL-620004
7	ERODE	PRINCIPAL DISTRICT COURT COMPLEX, COMBINED COURT BUILDING, SAMPATH NAGAR, ERODE-638011
8	KANCHEEPURAM	COMBINED COURT COMPLEX, GST ROAD, CHENGALPATTU, KANCHEEPURAM-603001
9	KANNIYAKUMARI	COMBINED COURT COMPLEX, NAGERCOIL COURT ROAD, NAGERCOIL KANNIYAKUMARI-629001

E-FILING LIST OF DESIGNATED COUNTERS IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY		
S.No	NAME OF THE JUDICIAL DISTRICT	NAME OF THE COURT COMPLEX WITH ADDRESS
10	KARUR	COMPLEX, COMBINED COURT COMPLEX, THANTHONIMALAI, KARUR-639007
11	KRISHNAGIRI	COMBINED COURT COMPLEX, RAYAKOTTAI ROAD, KRISHNAGIRI-635001
12	MADURAI	COMBINED COURT COMPLEX, MELUR ROAD, MADURAI-625020
13	NAGAPATTINAM	COMBINED COURT COMPLEX, PUBLIC OFFICE ROAD, NAGAPATTINAM-611001
14	NAMAKKAL	COMBINED COURT COMPLEX, NEAR COLLECTOR OFFICE. TIRUCHENGODE ROAD, NAMAKKAL-637003
15	NILGIRIS	DISTRICT COURT COMPLEX, UDHAGAMANDALAM, NILGIRIS-643001
16	PERAMBALUR	COMBINED COURTS COMPLEX, DISTRICT MASTER PLAN CAMPUS, PERAMBALUR-621212
17	PUDUKKOTTAI	PRINCIPAL DISTRICT COURT COMPLEX, PUBLIC OFFICE COMPOUND, PUDUKKOTTAI, -622001
18	RAMANATHAPURAM	PRINCIPAL DISTRICT COURT COMPLEX, COMBINED COURT BUILDING, RAMANATHAPURAM-623503

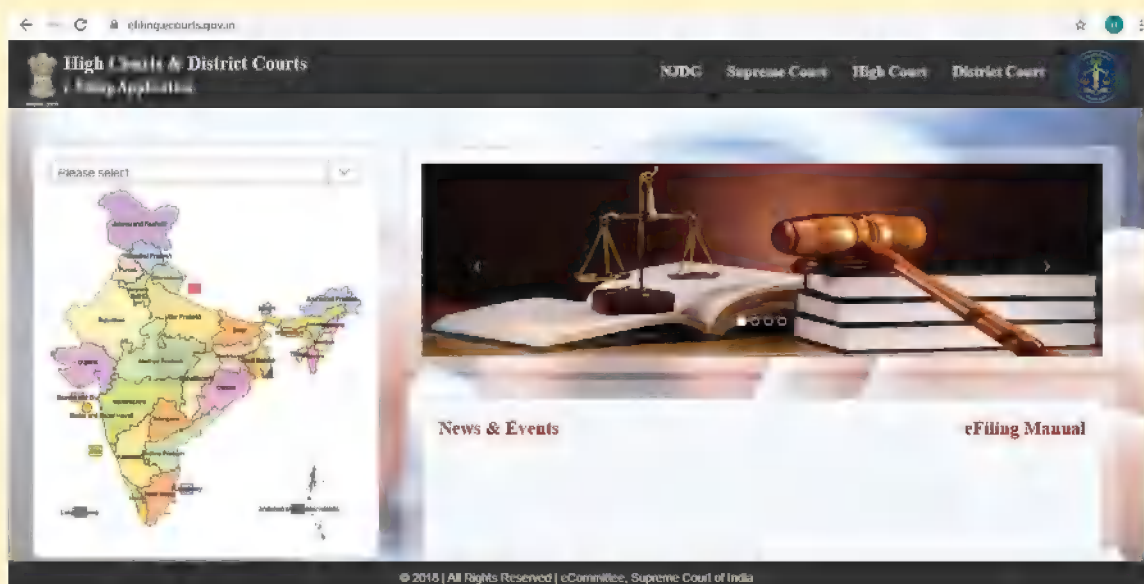
E-FILING LIST OF DESIGNATED COUNTERS IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY		
S.No	NAME OF THE JUDICIAL DISTRICT	NAME OF THE COURT COMPLEX WITH ADDRESS
19	SALEM	COMBINED COURT BUILDING, YERCAUD MAIN ROAD, HASTHAMPATTY, SALEM-636007
20	SIVAGANGAI	NEW COMBINED COURT BUILDING, NEAR COLLECTRATE COMPLEX, SIVAGANGAI,-630561
21	THANJAVUR	COMBINED COURT COMPLEX, TRICHY ROAD, NEAR MANIMANDABAM, THANJAVUR-613001
22	THENI	COMBINED COURT COMPLEX, LAKSHMIPURAM, THENI-625523
23	THOOTHUKUDI	COMBINED COURT COMPLEX, NEAR SOUTH POLICE STATION, THOOTHUKUDI-628003
24	TIRUCHIRAPPALLI	COMBINED COURT COMPLEX, CANTONMENT, TIRUCHIRAPPALLI-620001
25	TIRUNELVELI	COMBINED COURT COMPLEX, TIRUCHENDUR ROAD, PALAYAMKOTTAI, TIRUNELVELI-627002
26	TIRUPPUR	DISTRICT COURT COMPLEX, JV TAPES BUILDING, LAKSHMI NAGAR, TIRUPPUR-641602
27	TIRUVALLUR	COMBINED COURT COMPLEX, NEAR BUS STAND, POONAMALLEE, TIRUVALLUR -600056

E-FILING LIST OF DESIGNATED COUNTERS IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY		
S.No	NAME OF THE JUDICIAL DISTRICT	NAME OF THE COURT COMPLEX WITH ADDRESS
28	TIRUVANNAMALAI	COMBINED COURT COMPLEX, TIRUVANNAMALAI-606604
29	TIRUVARUR	COMBINED COURT COMPLEX, TIRUVARUR-610004
30	VELLORE	COMBINED COURT COMPLEX, SATHUVACHARI, VELLORE-632009
31	VILLUPURAM	COMBINED COURT COMPLEX, VILLUPURAM-605602
32	VIRUDHUNAGAR	COMBINED COURT COMPLEX, SIVAKASI MAIN ROAD, SRIVILLIPUTTUR, VIRUDHUNAGAR-626125
33	PUDUCHERRY	INTEGRATED NEW COURT BUILDING, PUDUCHERRY TO CUDDLORE MAIN ROAD, PUDUCHERRY - 605004

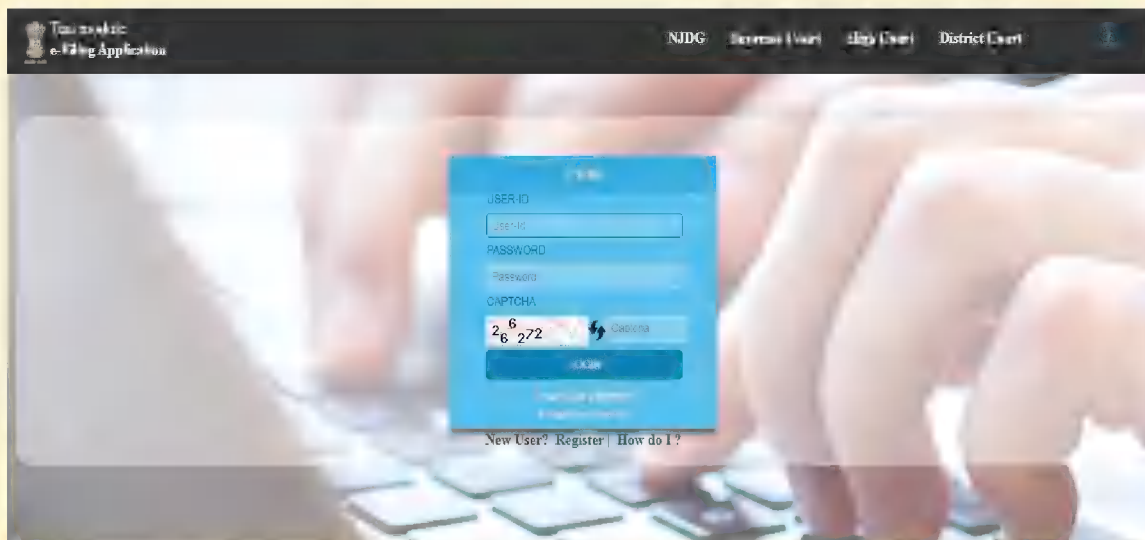
APPENDIX II

SCREENSHOTS SHOWING THE PROCEDURE FOR REGISTRATION

HOME PAGE OF E-FILING PORTAL



LOGIN PAGE OF E-FILING PORTAL

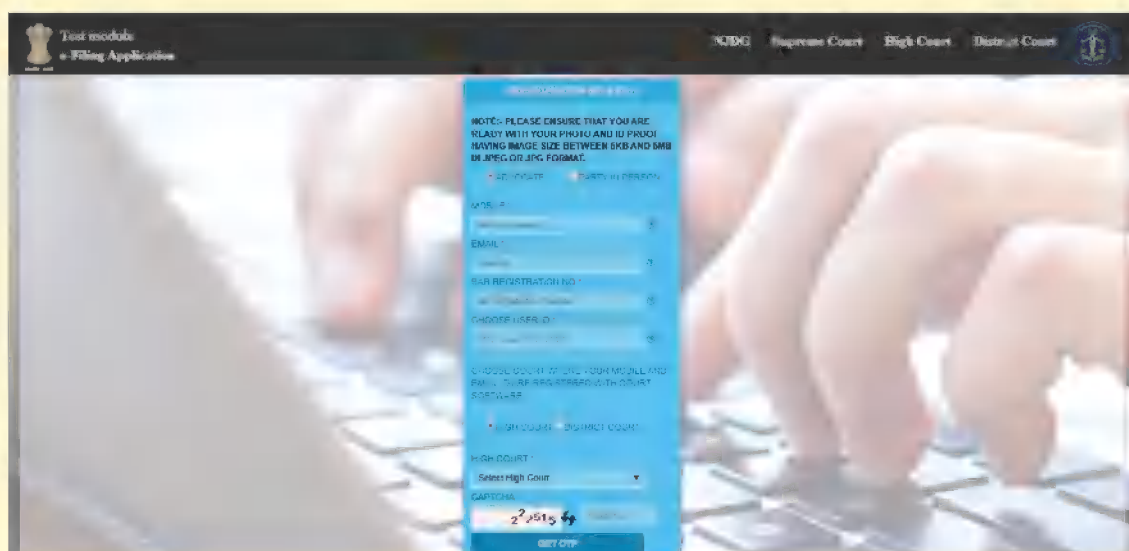


Tamil Nadu
e-Filing Application

NJBG Supreme Court High Court District Court

USER ID
PASSWORD
CAPTCHA
26 272
CAPTCHA
New User? Register | How do I?

REGISTRATION IN E-FILING PORTAL



Tamil Nadu
e-Filing Application

NJBG Supreme Court High Court District Court

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

NAME
EMAIL
BAR REGISTRATION NO.
CHOOSE USER ID
CHOOSE COURT (SELECT YOUR MOBILE AND EMAIL TO BE REGISTERED IN THE COURT PORTAL)

HIGH COURT DISTRICT COURT
HIGH COURT
Select High Court
CAPTCHA
27 515
GET OTP

USER REGISTRATION REQUEST

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

☒ ADVOCATE ☐ PARTY IN PERSON

MOBILE *
9952889085

EMAIL *
kanapathyvijay@gmail.com

BAR REGISTRATION NO *
MS/125/2001

CHOOSE USER ID *
KANAPATHYVIJAY

CHOOSE COURT WHERE YOUR MOBILE AND EMAIL ID ARE REGISTERED WITH COURT SOFTWARE

☒ HIGH COURT ☐ DISTRICT COURT

HIGH COURT *
Madras

CAPTCHA
227515

GET OTP

FOR ADVOCATES

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

☐ ADVOCATE ☒ PARTY IN PERSON

MOBILE *
9840580099

EMAIL *
mailto:ssm.mhc@gmail.com

CHOOSE USER ID *
ssm.mhc

CHOOSE WHERE YOU WANT TO E-FILE

☒ HIGH COURT ☐ DISTRICT COURT

HIGH COURT *
Madras

CAPTCHA
889261

GET OTP

**FOR PARTY IN
PERSON**

MOBILE NUMBER & EMAIL ID VERIFICATION

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAILID AND MOBILE NUMBER

MOBILE OTP *
Enter Mobile Number OTP

EMAIL OTP *
Enter Email Id OTP

181766 Captcha

VALIDATE OTP

PERSONAL DETAILS - FINAL REGISTRATION

PERSONAL DETAILS

PASSWORD *
Enter Password

CONFIRM PASSWORD *
Confirm Password

FIRST NAME *
Enter First Name

LAST NAME *
Enter Last Name

OTHER CONTACT NO
Enter Other Contact Number

GENDER
MALE

DATE OF BIRTH *
Enter Date of Birth

ADDRESS LINE 1 *
Address Line 1

ADDRESS LINE 2
Address Line 2

CITY *
Enter City

STATE *
SELECT STATE

PINCODE *
Enter PinCode

PHOTO * (IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 50 KB, IN JPEG FORMAT)
Browse... No file selected.

ID * (IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 50 KB, IN JPEG FORMAT)
Browse... No file selected.

CAPTCHA *
17,474

ID TYPE *
SELECT ID PROOF TYPE

REGISTER

LOGIN PAGE

efiling.ecourts.gov.in/test_efiling/login

The module
A Filing Application

NJDG **Supreme Court** **High Court** **District Court**

LOGIN

USER-ID
KANAPATHYVLAIY

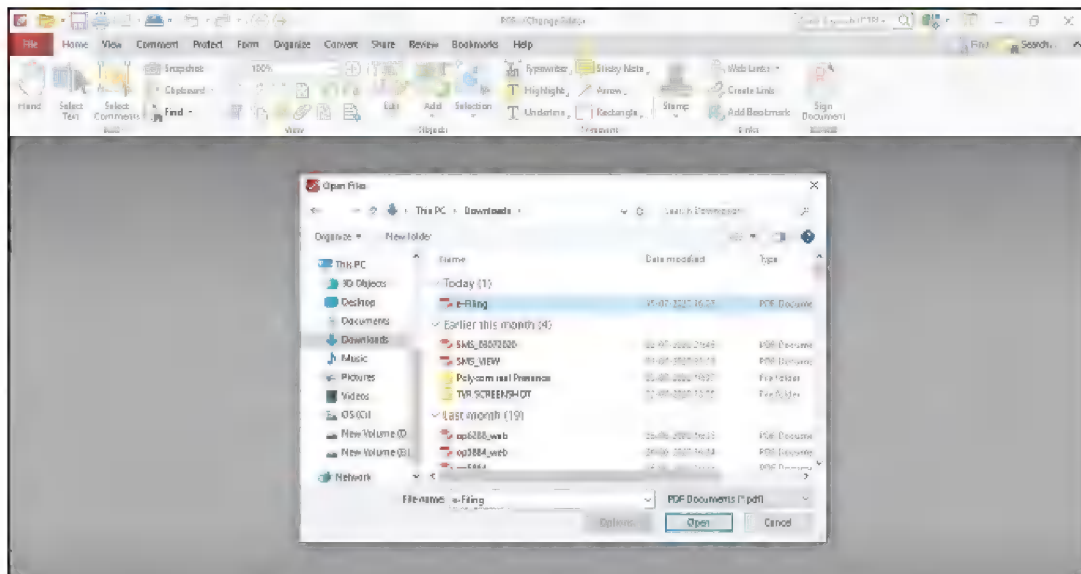
PASSWORD

CAPTCHA
695021

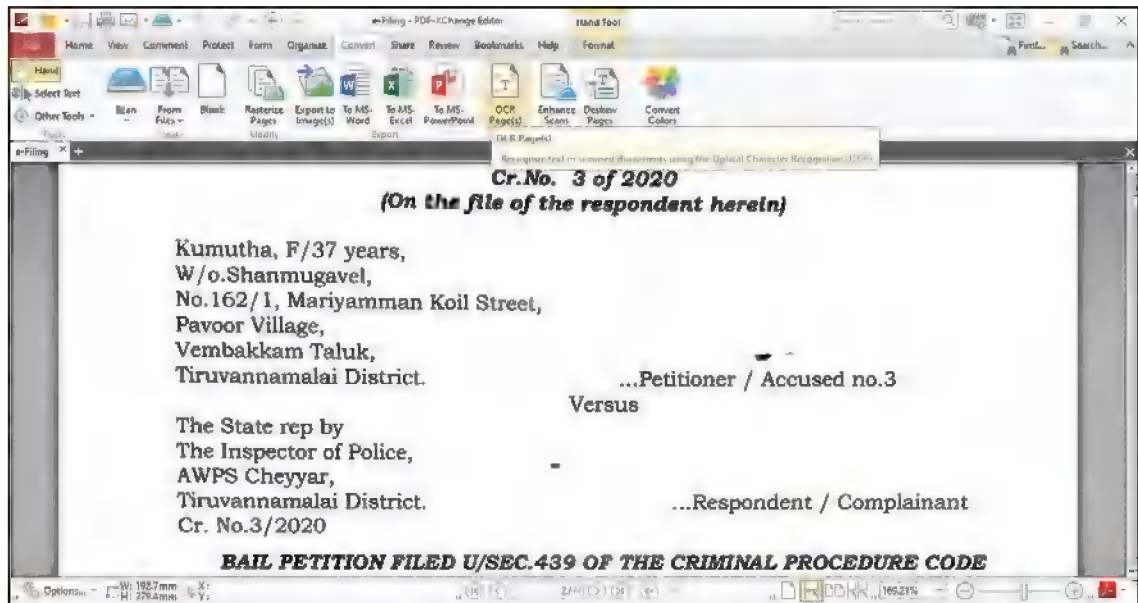
LOGIN

New User? Register **How do I?**

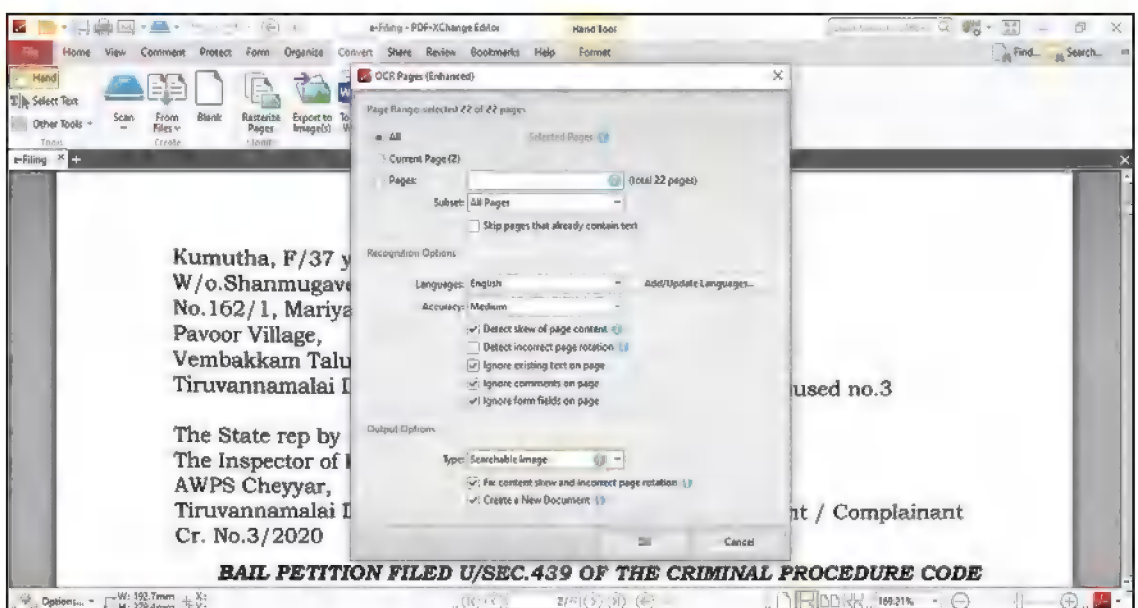
© All Rights Reserved | **GOVERNMENT OF INDIA**



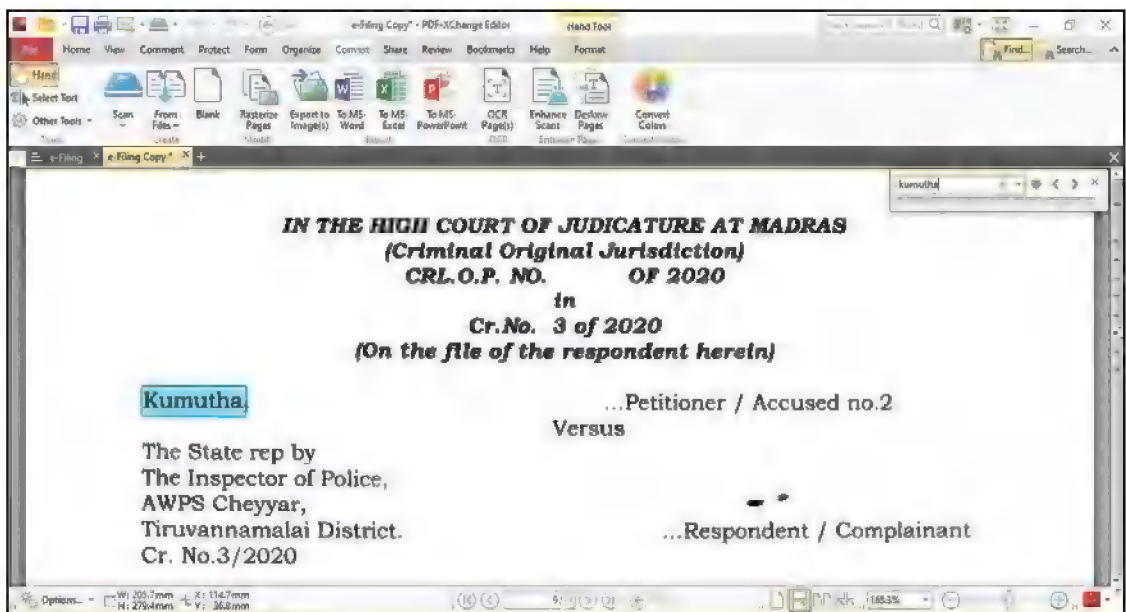
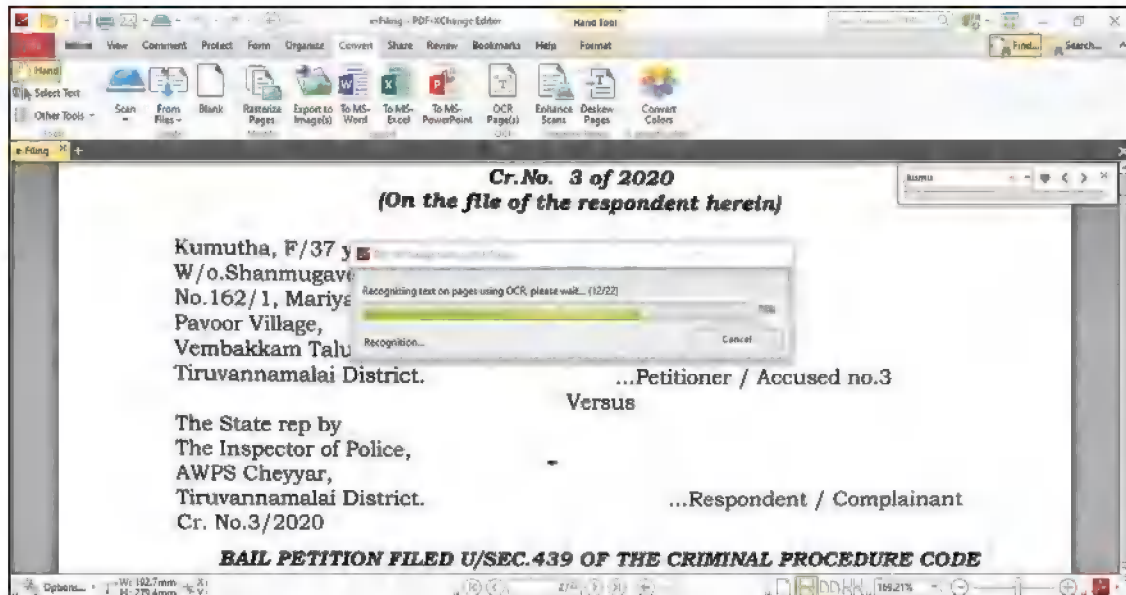
Step 2: Click on the “Convert” menu and select the “OCR Pages” tool as shown below.



Step 3: Mention the range of pages for the conversion process and select the type as Searchable Image under the Output Options and click on the “OK” button as shown below.



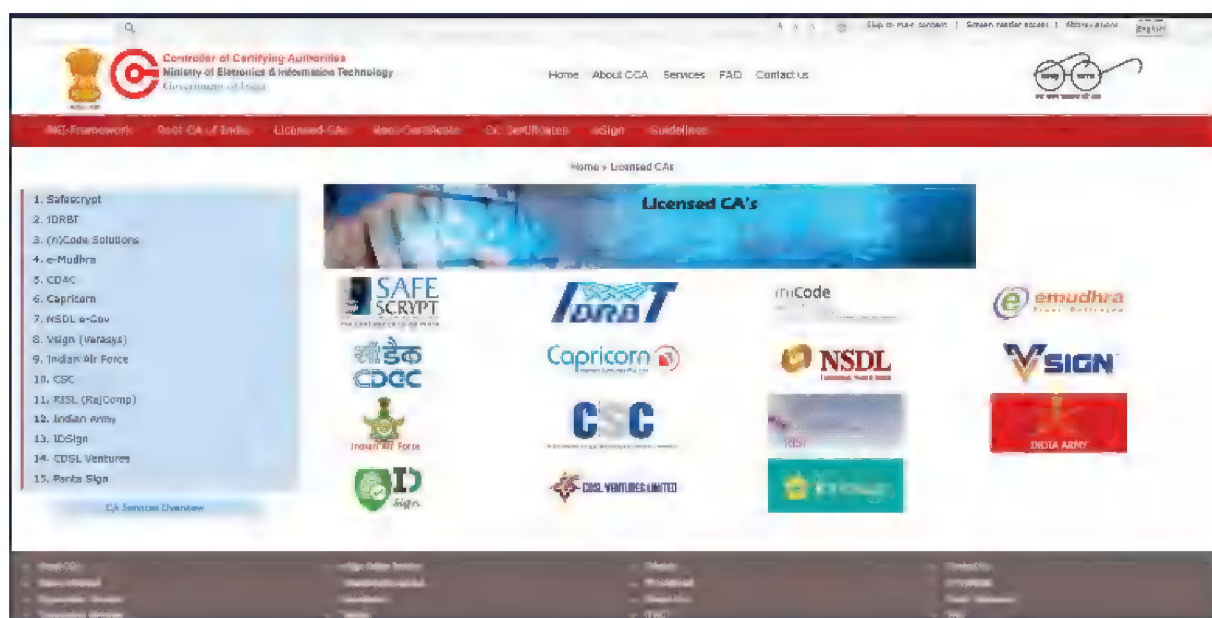
The conversion process will work as shown below.



APPENDIX IV

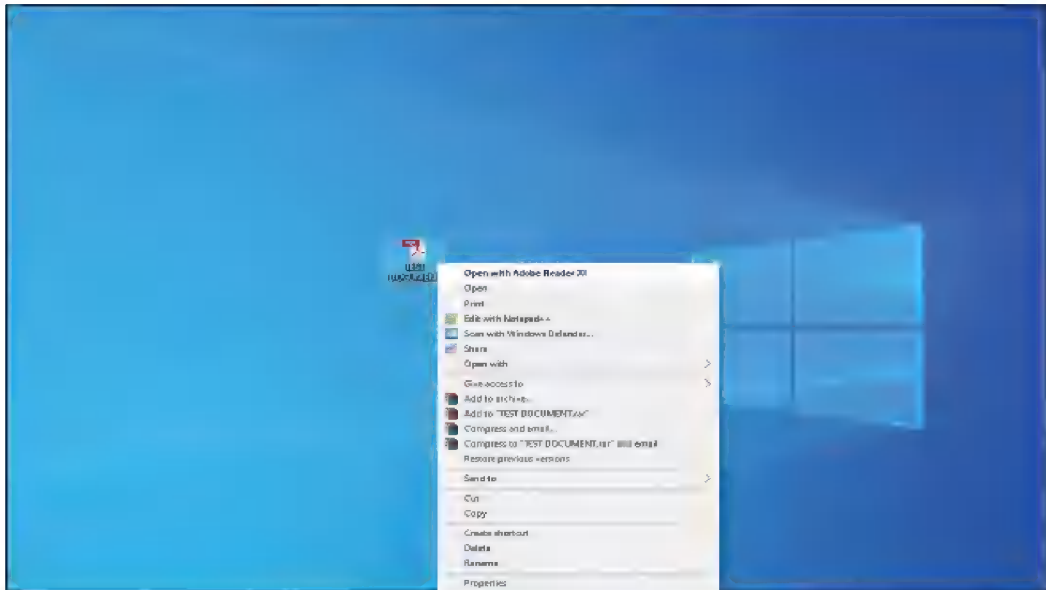
SCREENSHOTS SHOWING THE PROCEDURE FOR APPENDING SINGLE OR MULTIPLE DIGITAL SIGNATURES

PLEASE VISIT THE WEBSITE OF CONTROLLER OF CERTIFYING AUTHORITIES (http://cca.gov.in/licensed_ca.html), TO GET THE LIST OF LICENSED CAs

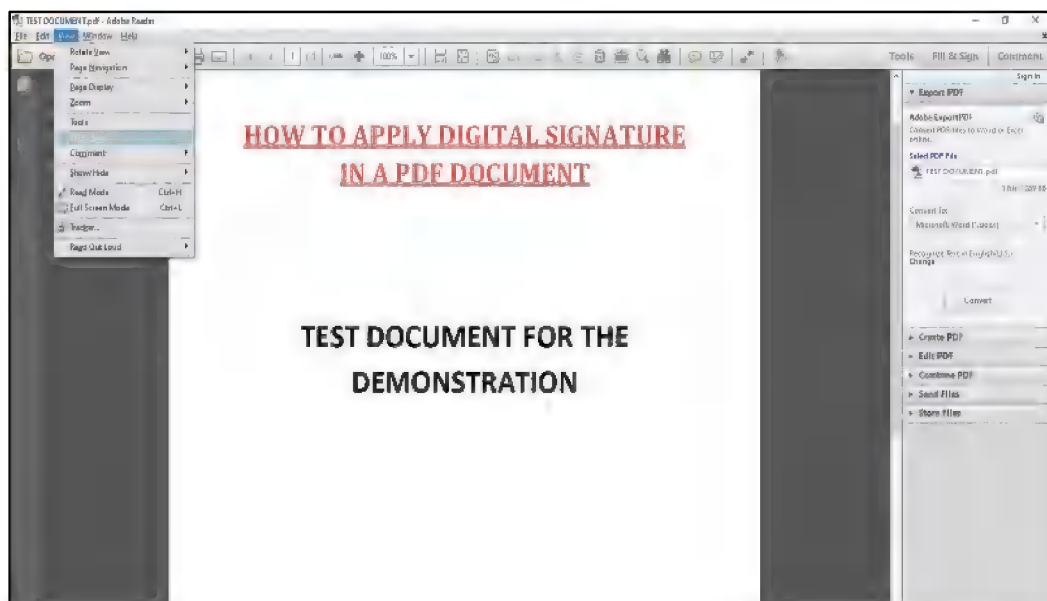


PROCEDURE TO SIGN THE PDF DOCUMENT WITH DIGITAL SIGNATURE

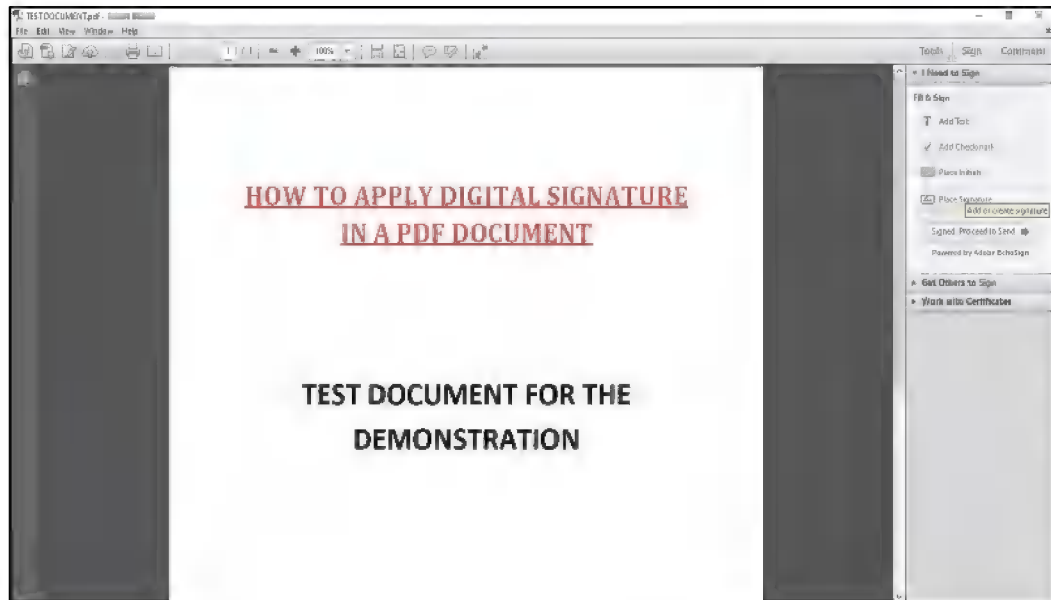
Step 1: Open a PDF document with the Adobe Reader Software.



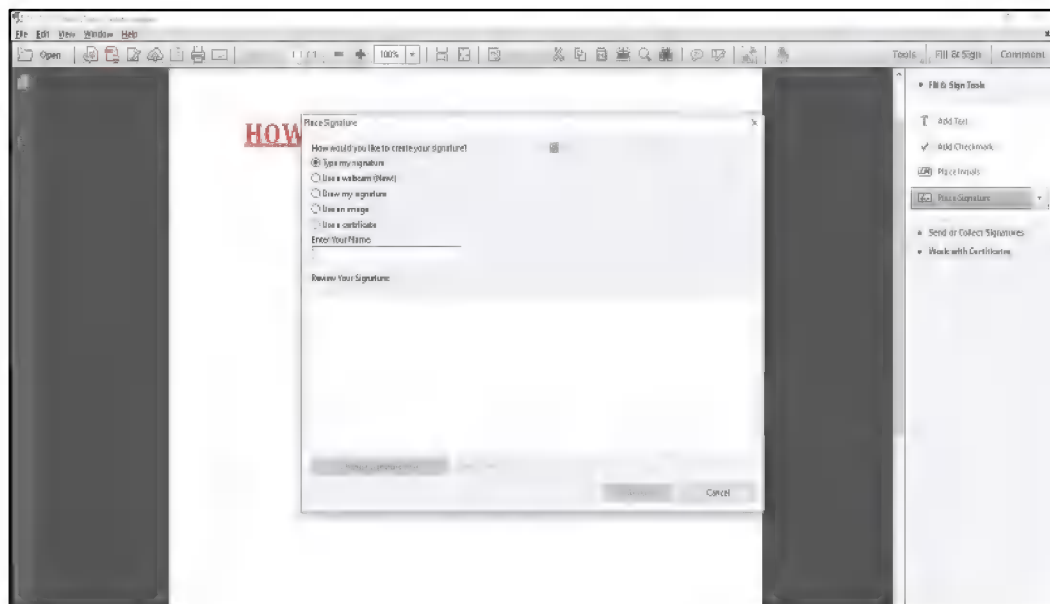
Step 2: Click on the **Fill & Sign** sub-menu which is available under the **View** menu as shown below:



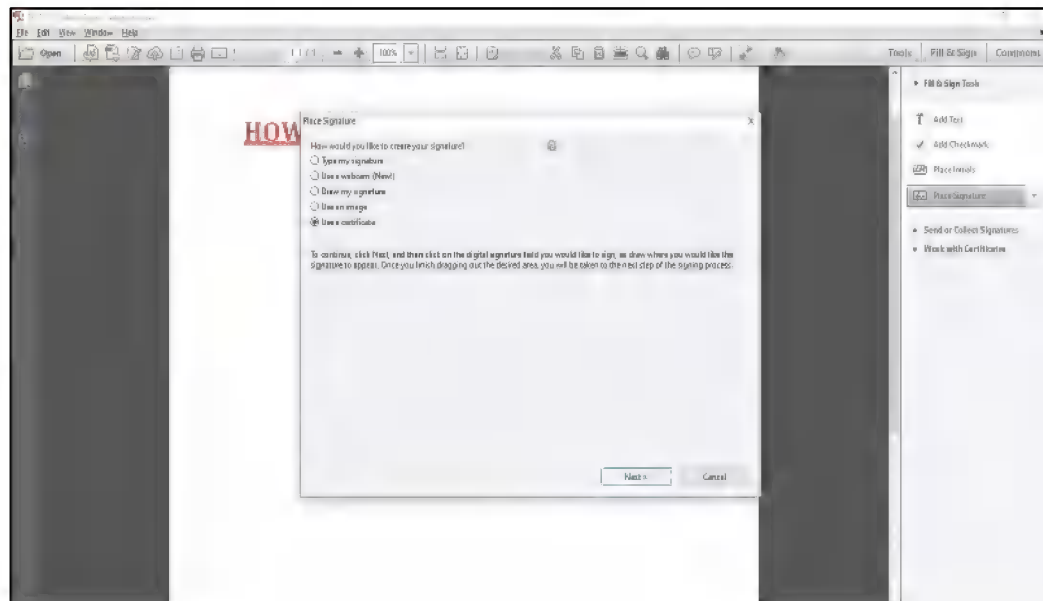
Step 3: Upon Selecting the **Fill & Sign** sub-menu, the screen will appears as shown below. After inserting the **Digital Signature USB Dongle**, click on the **Place Signature** menu as shown below



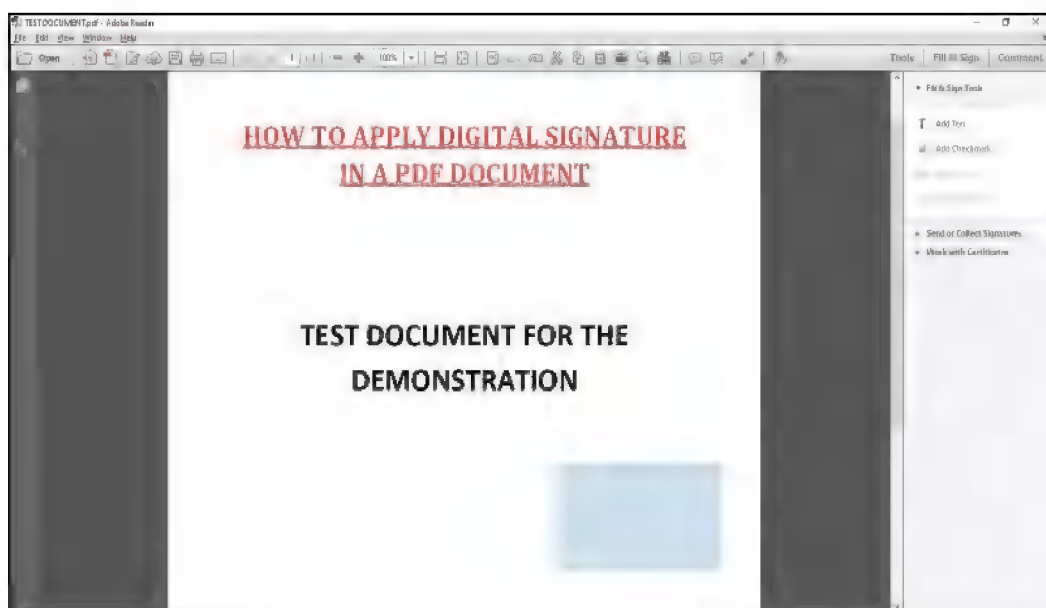
Step 4: The Adobe Reader will prompts the user to select the *method of signature* as shown below.



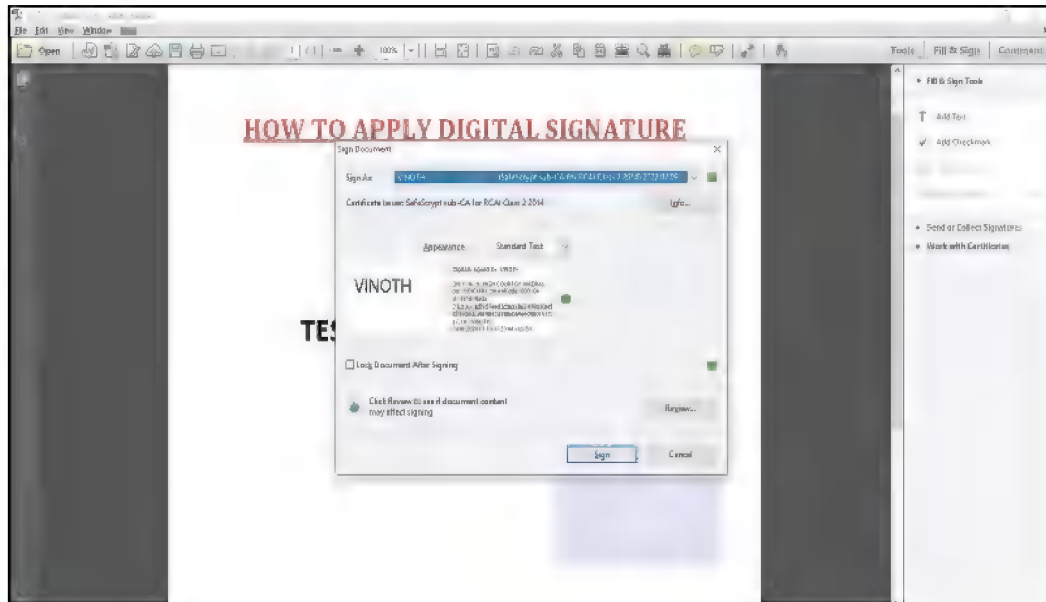
Step 5: Select the Option **“Use a certificate”** and click on the Next Button as shown below.



Step 6: Locate and **draw the portion in a document**, where the Digital Signature needs to be affixed as shown below.

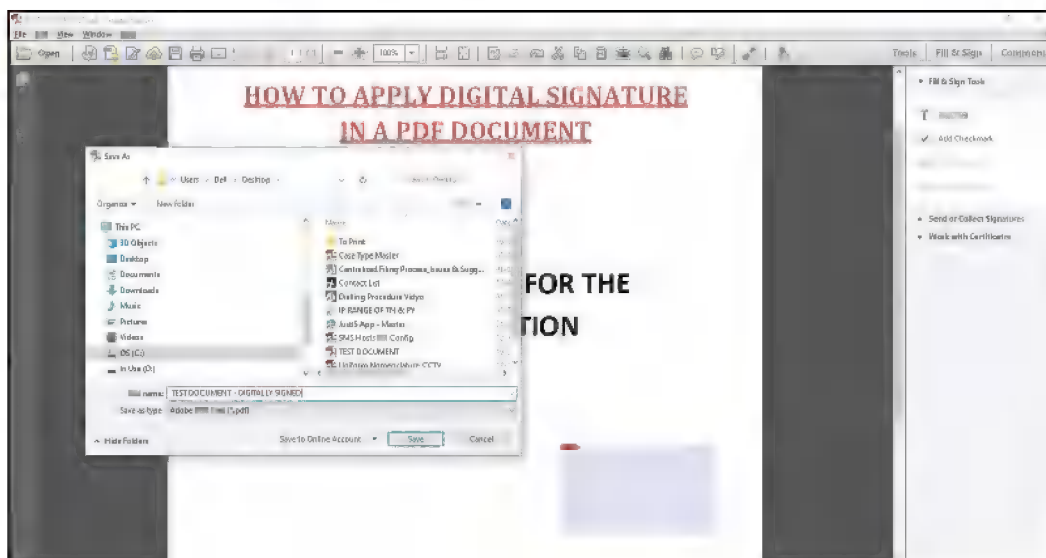


Step 7: The User will be prompted to select the Digital Signature Details as shown below. Select the Signature Name from the “**Sign As**” drop down box and click on the “**Sign**” Button as shown below.

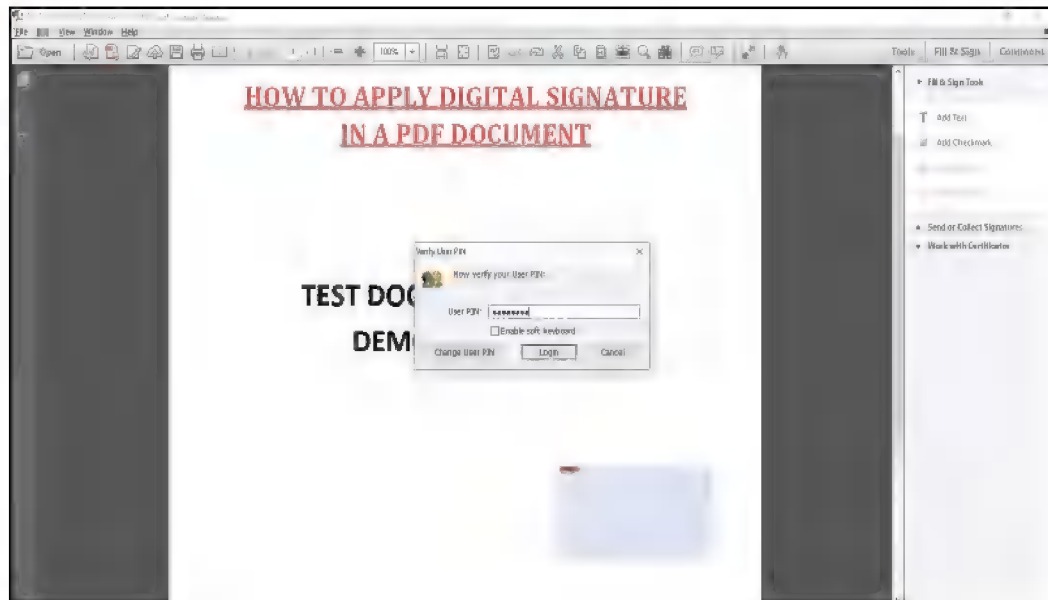


**** The User can also review the document using the Review Button**

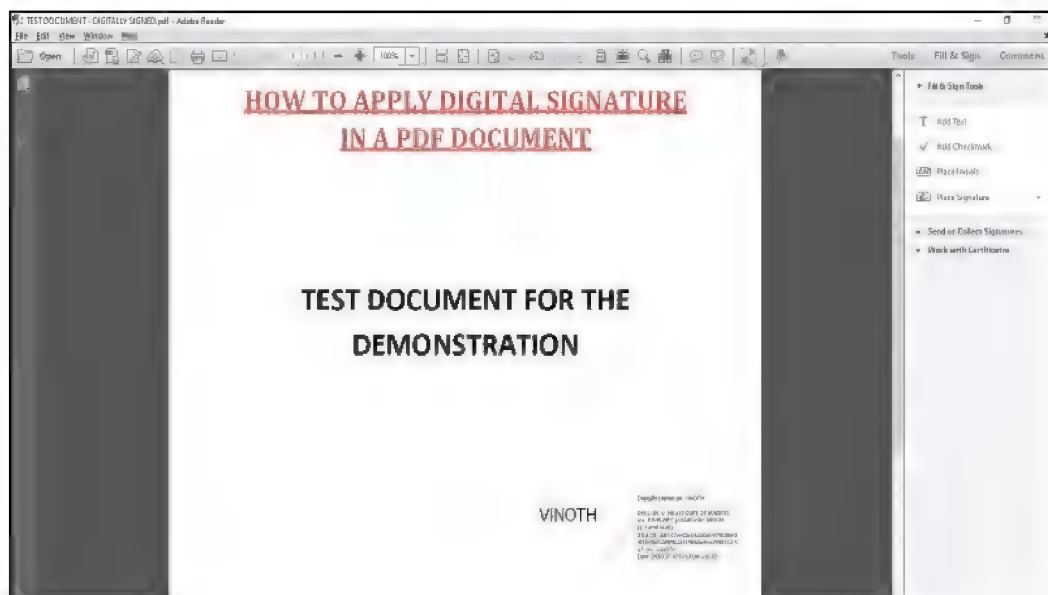
Step 8: Upon clicking the **Sign** button, the user will be prompted to specify a new **File name** for the Digitally Signed Document as shown below.



Step 9: The User has to authenticate the digital signature by providing the **User PIN** for the **Digital Signature USB Token** in the next step as shown below.



Step 10: Upon **successful authentication**, the Digital Signature will be affixed in the PDF document as shown below.



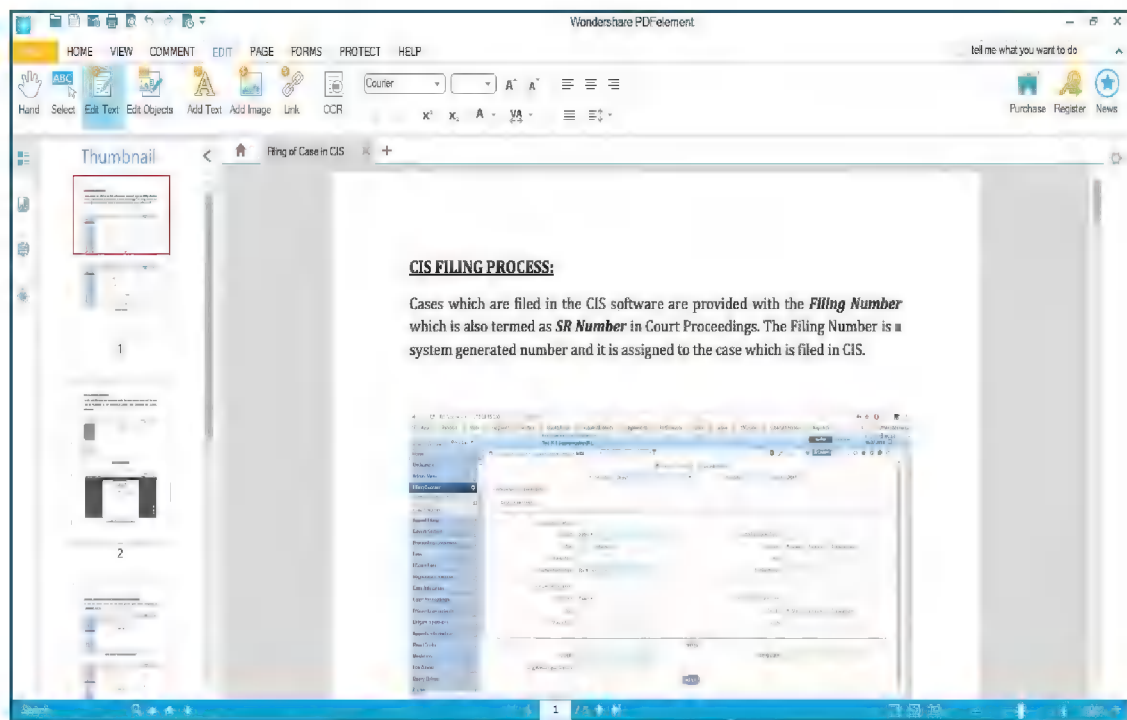
APPENDIX - V

SCREENSHOTS SHOWING THE PROCEDURE FOR BOOKMARKING

Several free & trial version software(s) were available online which can be downloaded from internet for bookmarking the PDF files. Some of the available Software(s) are Foxit Reader, ABBYY FineReader, Adobe Acrobat etc.

HOW TO OPEN THE BOOKMARKING SOFTWARE

Step 1: Open the PDF document with the **bookmarking** application software. The screen will appears as shown below,

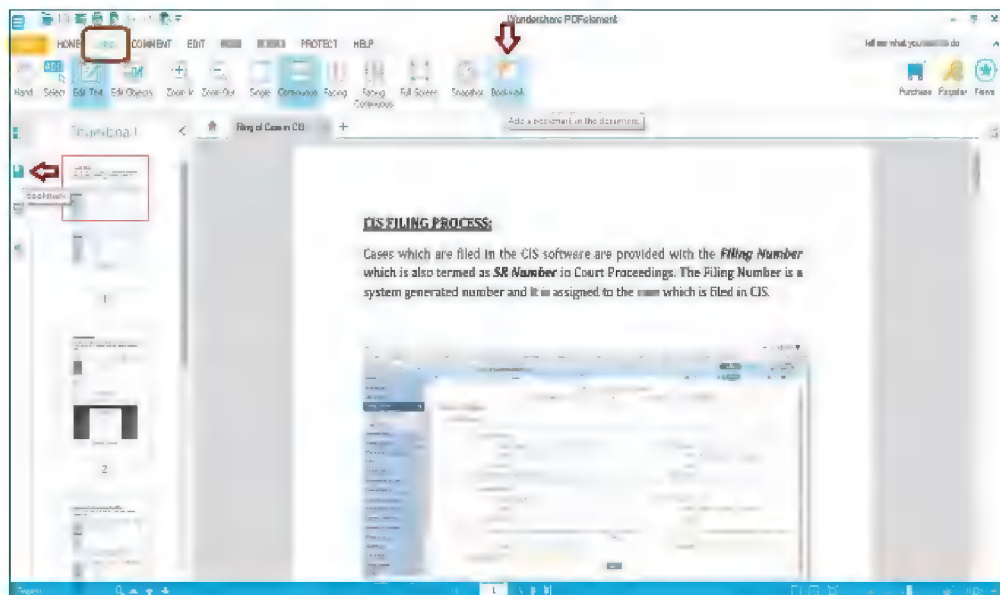


CREATION OF BOOKMARK

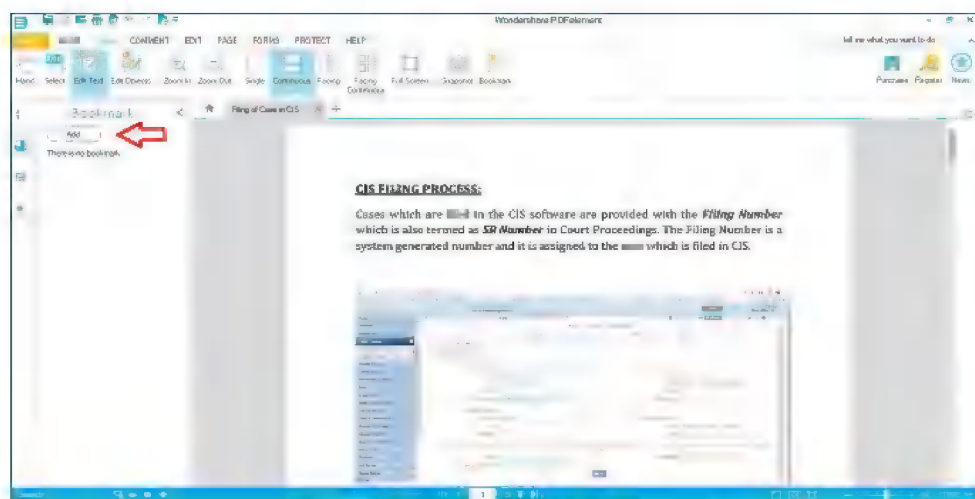
Step 2: Click on the **“Bookmark”** menu which is available under the **View** Menu as shown below

(Or)

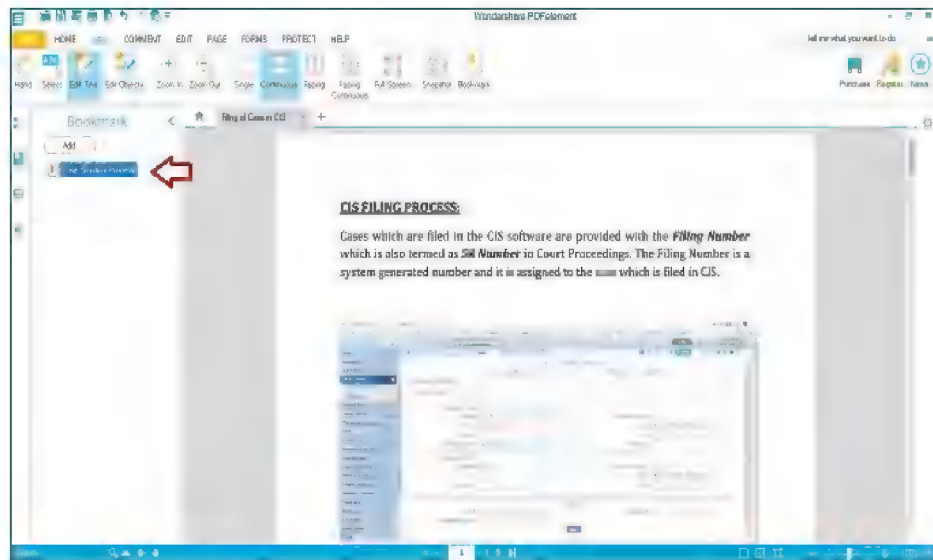
Click on the **“Bookmark”** button which is available in the left pane of the application window as shown below,



Step 3: Once the **Bookmark** button is clicked, the user will be allowed to create the Bookmark for the PDF file using the **“Add”** button as shown below,



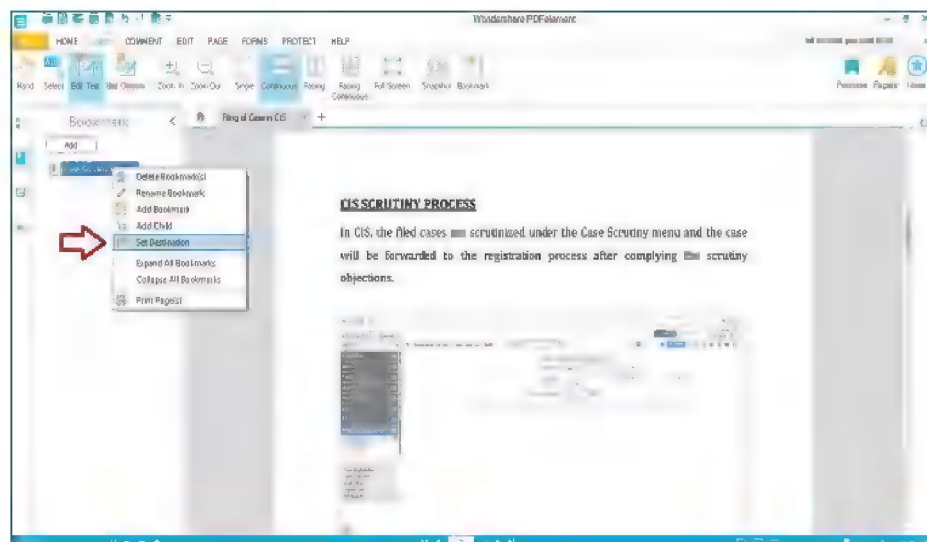
Step 4: Click on the “Add” button and set the name for the created Bookmark as shown below,



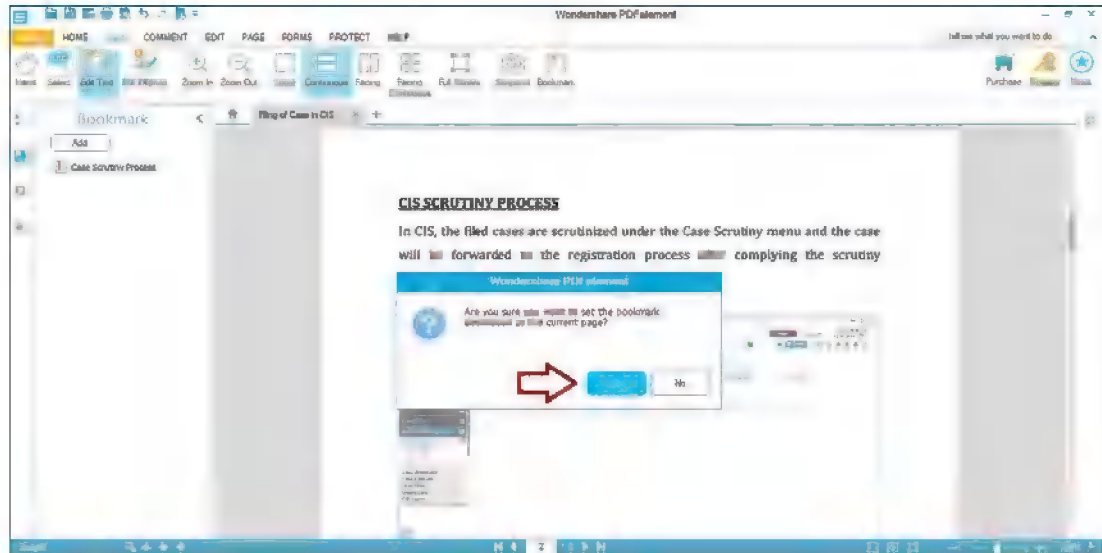
MAPPING OF PAGES TO THE CREATED BOOKMARK

Step 5: Now the user should *set the pages which are to be mapped under the created bookmark*.

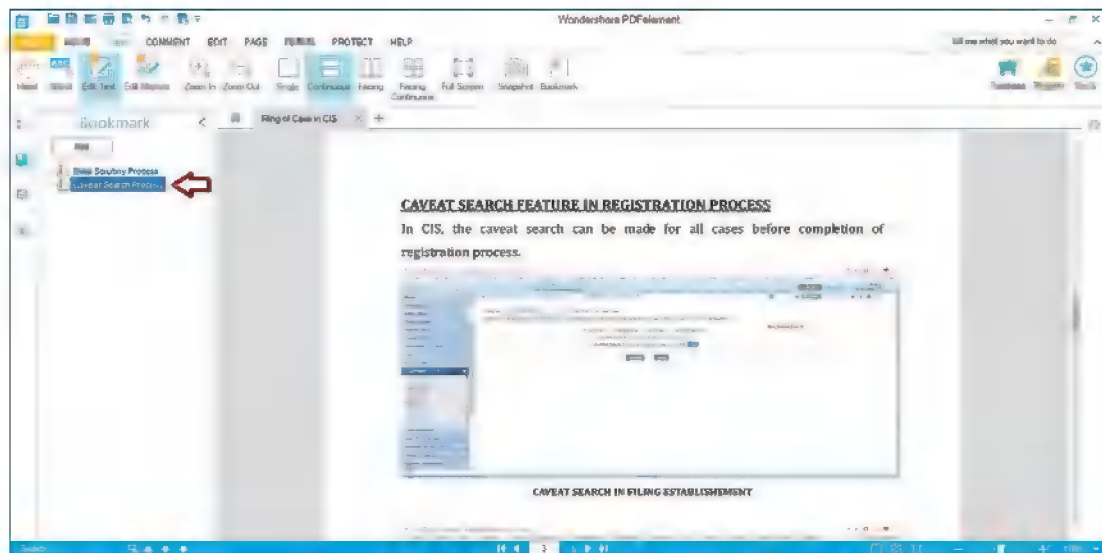
In order to map the pages, scroll down the PDF file and select the page which has to be *kept as the first page / destination page for the created bookmark* and make a **right click** on the created bookmark and select the “Set Destination” as shown below,



Step 6: Once the **“Set Destination”** is selected, the screen will prompts the user to confirm the first page / destination page for the created bookmark once again. Click on **“Yes”** button to set the selected page as the first page / destination page for the created bookmark.



Step 7: Click on the **“Add”** button to create the next bookmark as shown below,

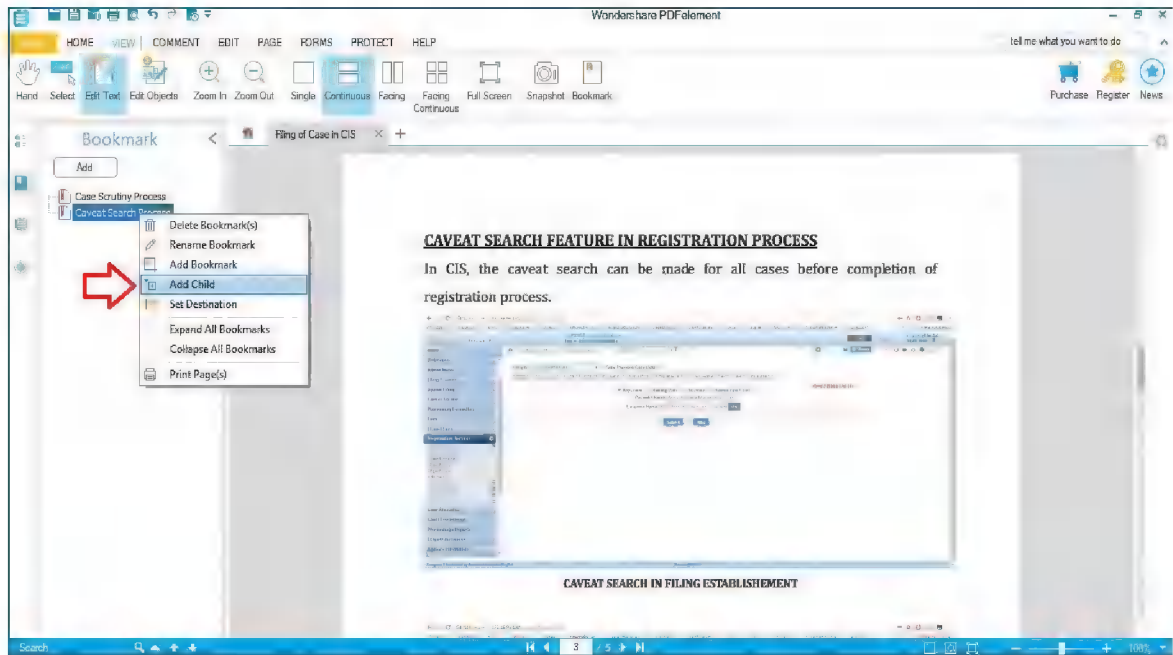


Repeat the **Steps 5 and 6**, for setting destination page to the newly added bookmark.

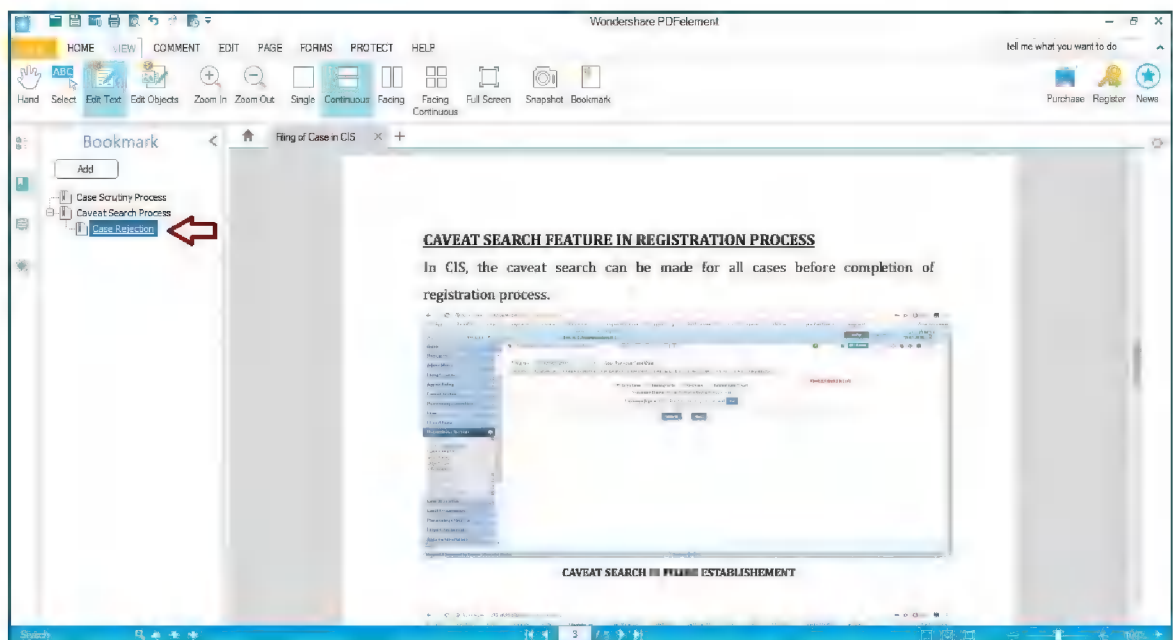
**** Similarly repeat the Step 4, 5 and 6 for the creation of new bookmarks and setting destination page to the newly created bookmarks.**

ADDING A CHILD BOOKMARK UNDER THE CREATED BOOKMARK

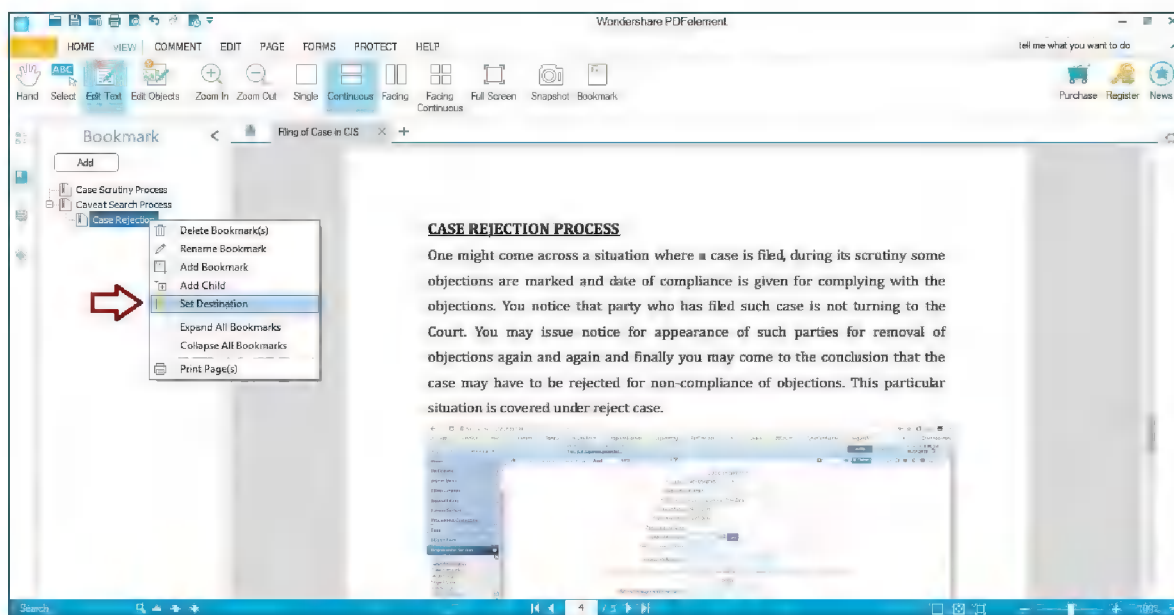
- The user can add a ***“Child Bookmark”*** under the already created bookmark. In order to do this process, make a right click on the already bookmark and select the ***“Add Child”*** as shown below,



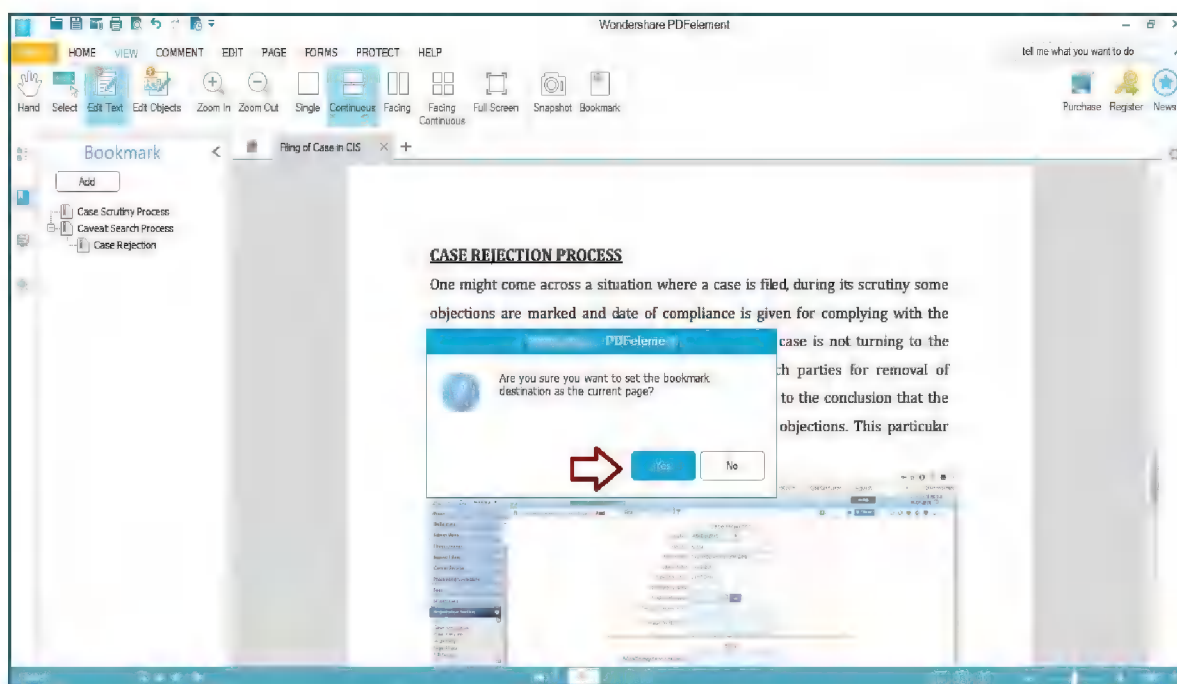
- The newly created ***“Child Bookmark”*** will appear as shown below,



- To Set the first page for the “**Child Bookmark**”, scroll down the PDF file and select the page which has to be **kept as the first page / destination page for the child bookmark** and make a **right click** on the child bookmark and select the “**Set Destination**” as shown below,



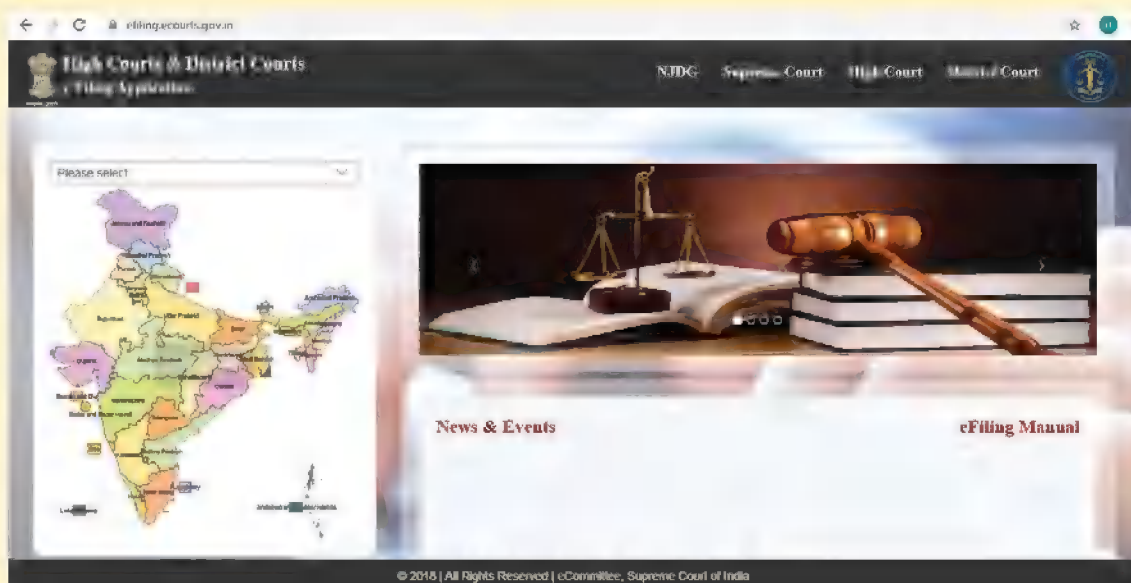
- Once the “**Set Destination**” is selected, the screen will prompts the user to confirm the first page for the child bookmark once again. Click on “**Yes**” button to set the selected page as the first page for the Child Bookmark.



APPENDIX - VI

SCREENSHOTS SHOWING THE PROCEDURE FOR FILING CAVEAT.

HOME PAGE OF E-FILING PORTAL



LOGIN PAGE

The screenshot shows the login interface for the 'Test module: e Filing Application'. The header includes links for NJDG, Supreme Court, High Court, and District Court. The login form is a blue box with the following fields: USER-ID (KANAPATHYVIJAY), PASSWORD (masked with asterisks), and CAPTCHA (695021). A 'LOGIN' button is at the bottom of the form. Below the form are links for 'New User? Register' and 'How do I?'. The footer mentions '© All Rights Reserved | e-filing, India'.

Test module: e Filing Application

NJDG Supreme Court High Court District Court

LOGIN

USER-ID
KANAPATHYVIJAY

PASSWORD

CAPTCHA
695021

LOGIN

New User? Register | How do I?

© All Rights Reserved | e-filing, India

DASH HOME

The screenshot shows the dashboard for the e-filing system. The left sidebar contains navigation links: Home, New Cases, Documents, Action Court Fee, Interim Applications, Court Fee & Documents, Reports, Contact Us, News & Events, and Help. The main content area is titled 'My e-Filing Status' and displays various statistics in colored boxes. Below this is the 'My e-filed Cases' section, also with statistics. The top right of the dashboard has a search bar and a 'Logout' button.

efiling.ecourts.gov.in/test_efiling/dashboard

My e-Filing Status

Category	Count
Filed	2
Documents	2
Interim Applications	0
Court Fee & Documents	0
Pending Documents	3
Documents	0

My e-filed Cases

Category	Count
e-Filed Cases	0
e-Filed Documents	0
Court Fee & Documents	0
Reports	0
Interim Applications	0
Documents	2

FILING OF NEW CAVEAT APPLICATION

Caveator Information

Organisation: [Dropdown]

Caveator Name: [Text Field]

Relation of Caveator with relation name: [Dropdown]

Relative Name: [Text Field]

Date of Birth: [Date Picker]

Age: [Text Field]

Gender: ☐ Male ☐ Female ☐ Other

Religion: [Dropdown]

Caste: [Dropdown]

Email: [Text Field]

Address: [Text Field]

State: [Dropdown]

District: [Dropdown]

Taluka: [Dropdown]

Town: [Dropdown]

Ward: [Dropdown]

Village: [Dropdown]

Pincode: [Text Field]

Station Code: [Dropdown]

Save

STAGE 2 – CAVEATEE DETAILS

Caveatee Information

Organisation: [Dropdown]

Caveatee Name: [Text Field]

Relation of Caveatee with relation name: [Dropdown]

Relative Name: [Text Field]

Date of Birth: [Date Picker]

Age: [Text Field]

Gender: ☐ Male ☐ Female ☐ Other

Religion: [Dropdown]

Caste: [Dropdown]

Email: [Text Field]

Address: [Text Field]

State: [Dropdown]

District: [Dropdown]

Taluka: [Dropdown]

Town: [Dropdown]

Ward: [Dropdown]

Village: [Dropdown]

Pincode: [Text Field]

Police Station Code: [Dropdown]

Previous Save Next

STAGE 3 - CAVEATOR/CAVEATEE- EXTRA INFORMATION

Caveator Extra Information

Passport No: 912345678
 PAN No: ABCDEF1234
 Fax No: 9876543210
 E-mail: abcdefgh@xyz.com
 Occupation: Student
 Country: India
 Nationality: Indian
 Alternate Address: 456 Main Road
 State: TAMIL NADU
 District: CHENNAI
 Taluka: CHENNAI
 Town: SELECT TOWN
 Ward: SELECT WARD
 Village: SELECT VILLAGE

Caveatee Extra Information

Passport No: 1234567890123456
 PAN No: 1234567890123456
 Fax No: 1234567890123456
 Phone No: 9876543210123456
 State: SELECT STATE
 District: SELECT DISTRICT
 Taluka: SELECT TALUKA

STAGE 4 – EXTRA PARTY INFORMATION

Extra Party Information

Type: Caveator

Organisation: TSPAR
 Caveator Name: TSPAR
 Relation of caveator: with
 Relative Name: TSPAR
 Age: 33
 Gender: Male
 Religion: SELECT RELIGION
 Caste: SELECT CASTES
 Email: tspar@tspar.com
 Mobile: 9876543210
 Address: 123 Main Road
 State: TAMIL NADU
 District: CHENNAI
 Taluka: CHENNAI
 Town: SELECT TOWN
 Ward: SELECT WARD
 Village: SELECT VILLAGE
 Pincode: 500000
 State Code: NEELANKARAI

Other Information

Note: Once you submit this app, can not modify extra party. It is recommended to fill Extra Party details though not mandatory.

STAGE 5- SUBORDINATE COURT DETAILS

Active Done Optional Required

Plaintiff Respondent Extra Information Extra Party Subordinate Court

Sign Method Upload Document Pay Court Fee Admission Withdraw

Subordinate Court Information

State: TAMILNADU Judge Name: [Text Field]

District: COIMBATORE Date of Decision: DDMMYYYY

Subordinate Court Name: SEMS Subordinate Court CC Applied Date: DDMMYYYY

Case Number: 123456789 CC Ready Date: DDMMYYYY

Case Type: Select

Case No.: 123456

Subj. Year: 2020

Note: It is recommended to fill in Subordinate Court details though not mandatory.

Previous Save Next

STAGE 6- OPTING DIGITAL AUTHORIZATION METHOD

Active Done Optional Required

Plaintiff Respondent Extra Information Extra Party Subordinate Court

Sign Method Upload Document Pay Court Fee Admission Withdraw

Document(s) PDF(s) will be:

☐ uploaded and e-signed using my Aadhaar

☐ uploaded digitally signed using Digital Token

☐ uploaded and e-signed using mobile OTP

NOTE: eFiling portal accepts digitally signed documents only. If you have signed token you can upload documents digitally signed by token. Otherwise later you have to eSign these by providing your Aadhaar no. Therefore it is suggested to choose the same digitally as you will not be able to change this option later during filing of the Case.

Previous Save Next

**** To know about signing documents digitally - Refer Appendix IV**

STAGE 7 – OPTING DIGITAL AUTHORIZATION METHOD

The screenshot shows a web application interface for Stage 7. On the left is a blue sidebar with a user profile and a list of menu items. The main content area has a top navigation bar with status indicators: Active (blue), Done (green), Optional (yellow), and Required (red). Below this is a progress bar with steps: 1. Petitioner (Required), 2. Respondent (Required), 3. Extra Information (Optional), 4. Extra Party (Optional), 5. Subordinate Court (Optional), 6. Sign Method (Required), 7. Affidavit (Required), 8. Pay Court Fee (Optional), 9. Information (Required), and 10. View. The current step is 'Sign Method', which is highlighted. Below the progress bar, there is a section titled 'Sign Method' with a sub-header 'Document(s) PDF(s) will be uploaded later on a verified using mobile OTP'. A note states: 'NOTE: If you want to reset sign method. Please first delete the uploaded documents later only you can reset the sign method.' At the bottom of this section are three buttons: 'Previous' (blue), 'Reset' (red), and 'Next' (blue).

STAGE 8 – UPLOADING OF DOCUMENTS

The screenshot shows a web application interface for Stage 8. On the left is a blue sidebar with a user profile and a list of menu items. The main content area has a top navigation bar with status indicators: Active (blue), Done (green), Optional (yellow), and Required (red). Below this is a progress bar with steps: 1. Petitioner (Required), 2. Respondent (Required), 3. Extra Information (Optional), 4. Extra Party (Optional), 5. Subordinate Court (Optional), 6. Sign Method (Required), 7. Affidavit (Required), 8. Pay Court Fee (Optional), 9. Information (Required), and 10. View. The current step is 'Affidavit', which is highlighted. Below the progress bar, there is a section titled 'Document Information' with a sub-header 'Document(s) PDF(s) will be uploaded later on a verified using mobile OTP'. A note states: 'NOTE: Please upload pdf file only (PDF file name max length can be 45 characters only. Only digits, lowercase letters, hyphens and underscores are allowed). PDF file size 20MB'. At the bottom of this section are three buttons: 'Previous' (blue), '100% PDF' (green), and 'Next' (blue).

STAGE 9 - PAYMENT OF COURT FEE

Welcome, VIJAY GANAPATHY
View Profile
Last Login : 07-04-2020 00:27:48 AM
IP Address : 105.148.81.99

Home
New Case
Documents
Defect Court Fee
Interim Application
Casevet Application
Reports
Contacts
News & Events
Help

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Subordinate Court
Sign Method Upload Document Pay Court Fee Affirmation View

Fee type * : Court Fee Bank Name : SELECT
Fee Amount * : 1500 Challan Cheque/ DD/ eChallan No. * : SHCL12002
Payment Mode * : ECHALLAN Challan Cheque/ DD/ eChallan Date * : 06-04-2020
Select Party * : SEETHIL

Upload Receipt * : Choose File | EChallan Receipt.pdf

NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed). Max. PDF file size 20MB.

Previous Next

**** Payment Modes – Challan, E-Challan,**

STAGE 10 - AFFIRMATION

Welcome, VIJAY GANAPATHY
View Profile
Last Login : 07-04-2020 00:27:48 AM
IP Address : 105.148.81.99

Home
New Case
Documents
Defect Court Fee
Interim Application
Casevet Application
Reports
Contacts
News & Events
Help

Active Done Optional Required

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Subordinate Court
Sign Method Upload Document Pay Court Fee Affirmation View

Applicant Affirmation

Applicant Name * : SEETHIL
Applicant Mobile * : 984789142

Send OTP

Previous Next

STAGE 11 – DIGITALLY VERIFYING AFFIRMATION

The screenshot shows a web application interface for Stage 11: Digitally Verifying Affirmation. On the left is a blue sidebar with a user profile (Vijay Ganapathy) and a list of menu items: Home, New Case, Documents, Default Court Fee, Interim Application, Caveat Application, Reports, Contacts, News & Events, and Help. The main content area has a top navigation bar with a 'Back' button and a status legend (Active, Done, Optional, Required). Below this is a progress bar showing steps: 1. Petitioner (Active), 2. Respondent (Done), 3. Extra Information (Optional), 4. Extra Party (Optional), 5. Subordinate Court (Optional), 6. Sign Method (Required), 7. Upload Document (Required), 8. Pay Court Fee (Optional), 9. Affirmation (Active), and 10. View (Required). The 'Affirmation' step is currently active. The main section is titled 'Applicant's Affirmation' and contains a 'View Applicant Affirmation' link. Below this, a message states 'One Time Password (OTP) has been sent to your mobile'. A text input field for 'Mobile OTP' contains the number '439539'. A green 'Verify OTP' button is to the right of the input field. At the bottom of the main section are 'Previous' and 'Next' buttons.

STAGE 12 – FINAL VERIFICATION – BEFORE SUBMIT

The screenshot shows a web application interface for Stage 12: Final Verification – Before Submit. The layout is similar to Stage 11, with the same sidebar and progress bar. The progress bar shows steps 1 through 10, with 'Affirmation' (Step 9) as the last active step. The main content area has a 'Back' button and a 'Close Petition' button. Below these are two expandable sections: 'Caveator Details' and 'Caveatee Details', each with a '+' icon to its right. Under 'Caveator Details' are sub-sections for 'Extra Information', 'Extra Party', 'Subordinate Court', and 'Sign Method', each also with a '+' icon to its right. The 'Expand All' button is located to the right of the 'Close Petition' button.

FINAL SUBMIT – E-FILING PROCESS

Final Submit

Note :-
Click on Final Submit to submit this case to eFiling admin.

Final Submit

Caveator Details
Caveatee Details
Extra Information
Extra Party
Subordinate Court
Sign Method

NOTIFICATION - E-FILING PROCESS COMPLETION

efiling.ecourts.gov.in/test_efiling/dashboard

SEARCH FOR: Go

E-filing number ED-HCM401-40004-2020 submitted successfully for approval of E-filing Admin.

My e-Filing Status

Draft	2	Pending Receipt	3	Not Accepted	0	Deficit Court Fee	0
Pending Receipt	3	Defective	0				

My e-Filed Cases

e-Filed Cases	0	e-Filed Documents	0	Deficit Court Fee	0	IA	2
Rejected Cases	0	Not Impressed	0				

APPENDIX VII

(Rule 4.3)

AFFIDAVIT / UNDERTAKING

I _____ S/o. / D/o. / W/o. _____ aged
_____ years, residing / carrying on business at _____
_____ do hereby
solemnly affirm and sincerely state on oath as follows:

- (i) I have brought this action as party in person, I submit that I have not engaged any Advocate and / or not given vakalatnama in this action to any Advocate.
- (ii) I have understood that pursuing this action as party in person is subject to obtaining Rules / Notifications of this Court in this regard.
- (iii) I also undertake to abide by any other notification/s or directives of Hon'ble High Court.
- (iv) I also undertake to abide by all the provisions of obtaining e-Filing Rules of this Court in letter and spirit.

Date:

(Signature)

High Court Madras,
16th October 2020.

C. KUMARAPPAN,
Registrar General.